

**Bill's Sports Bar and Grill**  
**220 Kennesaw Street**  
**Kennesaw, GA 30144**

November 5, 2018

Jane Smith  
212 Oak Street  
Marietta, GA 30006

Dear Ms. Smith:

Bill's Sports Bar and Grill's recently implemented indoor smoking ban has impacted a 40 percent drop in sales for the past six months. Due to the lack of business, fewer employees are needed to run the restaurant during the spring. I regret to inform you that all hosts and hostesses, including you in your position, will be laid off for the spring months.

This change in employment will be effective after next week's currently scheduled shifts. You will be entitled to a two week's severance to be paid in full on your next paycheck.

This slowing of business is not expected to be a long-term issue, but sales are not predicted to return to normal until the patio area reopens during the summer months. We value your hard work and dedication to the company and encourage you to reapply for seasonal employment in the summer months.

Thank you for your understanding and your service you've provided to the company.

Sincerely,

Bill Parrish  
Owner, Sport's Bar and Grill