

## Lay-off Letter (EnglishClub.com)

**Pino's Pizzeria**

Viale Silvani  
10, 2345 Bologna, Italy  
Tel:051 520799

*November 30th, 20--*

Joanne Montague  
Via Belmeloro 18  
40123 Bologna

Dear Ms Montague,

As you are probably aware, the recent smoking ban has had a profound impact on our business. Our sales have dropped 40 percent in the last six months. Though we do not expect this to be a long-term concern for our business, we don't expect sales to return to normal until the summer when our patio opens for the tourist season.

Due to the loss in business we regret to inform you that we are laying-off all of our hosts and hostesses for the winter and spring. With business being so slow our servers can handle the task of greeting and seating customers on their own.

You are entitled to two week's severance pay, which will be paid in full on your next paycheck. Please come in for any scheduled shifts next week.

Thank you for your hard work and dedication at Pino's Pizzeria. Please apply again for our next summer season.

Sincerely,

*Franco Bellini*

Franco Bellini  
Owner

pinopizza@italia.com

**Some useful vocabulary:** profound, impact, dropped, regret, lay-off, severance, dedication