



March 8, 2019

Dear Colleague,

This letter confirms the decision to eliminate your position, effective today, Friday, March 8, 2019. Your final pay will be on the next payroll date, March 15, 2019.

Our current situation does not allow us to offer severance of any type.

Information that you will need regarding your separation:

- If you participate in our Medical, Dental or Vision plans, you are eligible for COBRA coverage beginning April 1, 2019. Life and other benefits are portable. Information on portability is available today. COBRA offerings are dealt with through a third party vendor that will send all appropriate information to your home address within 30 days of the loss of coverage.
- While DCEH cannot guarantee your entitlement to Unemployment Compensation benefits, it will not contest your receipt of Unemployment Compensation benefits.
- California employees will be contacted with particulars of state requirements.

Please return all company property, (keys, badge, materials, equipment and files, etc.) if you have not already done so. We will contact work-from-home staff to address the particulars. In the event you do not receive COBRA notification or have questions, please contact HR1 Connect at HR1Connect@dcedh.org.

I would like to take this opportunity to thank you for your past service and wish you well in your future endeavors.

Sincerely,

Stacie Carter
Human Resources