July 8, 2019

Ms. Jane Doe

1234 Abc Dr.

Buffalo, New York 14214

Dear Ms. Doe:

I’m writing to let you know that due to circumstances beyond the Agency’s control \_\_\_\_\_\_\_\_\_\_, is no longer employed with WNY Independent Living, Inc. To ensure that you still receive the services you have requested, you have been assigned to work with \_\_\_\_\_\_\_\_\_\_. They will be reaching out to you shortly to schedule an appointment.

If you do not hear from \_\_\_\_\_\_\_ within one week, please feel free to contact me and I will assist you further.

Sincerely,

\_\_\_\_\_\_Name\_\_\_\_\_\_

\_\_\_\_\_\_Position\_\_\_\_\_\_