Dear Pedro Torres,

The valid emergency disaster declaration authorized by the governor, related to COVID-19 remains in effect. As result to the COVID-19 (Coronavirus) pandemic many problems have arisen which have led us to reduce our operating costs. In the short term, we believe that a smaller workforce is a step towards a viable business in this uncertain economic climate.

I regret to inform you that due to the COIVD-19 (Coronavirus) pandemic, it has become necessary for the company to reduce cost. Effective Monday March 23.2020 you will be laid-off. Please note these layoffs caused by COVID-19 circumstances, are not related to your individual performance.

If you have any questions, please call 215-634-3259.

Best and blessings,

Jennifer Guzman