



Quality Restaurant Concepts

Crewmember Name \_\_\_\_\_ Date \_\_\_\_\_

Due to the economic impact of COVID-19 (coronavirus), Quality Restaurant Concepts is implementing measures to ensure the financial stability of the company. The current pandemic situation has impacted our business significantly, and as a result, we find that we must make some difficult staffing decisions.

QRC is implementing a temporary layoff of certain positions. This notice is to inform you that your position is included in this layoff, effective immediately. We expect the layoff to last until at least April 30, 2020 however, we will reassess the circumstances regularly and may lessen or extend this timeframe. We will recall laid-off employees as business needs warrant based first on job function and then by seniority.

You may be eligible for unemployment benefits, deferments or SNAP/Food Stamp benefits under these circumstances. Contact your local offices for information on eligibility and applying for benefits. Present this letter to your local benefit office as evidence of your employment status.

QRC will communicate with you regularly during this period. If your personal phone number, email or mailing address has changed recently, please provide your current contact information to human resources immediately. Please feel free to contact human resources at [hr@qrcllc.com](mailto:hr@qrcllc.com) with any questions.

If you find alternate employment during this period and do not intend to return to work at QRC please notify human resources immediately of your voluntary resignation.

We have always valued and continue to value the contributions of all our staff and deeply regret the need for this action.

Sincerely,

*Kristi White*

Kristi White

Director of Human Resources

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