



## PERMANENT LAYOFF MEMO

Dear employee,

As you are no doubt aware, the Covid-19 virus recently reached pandemic proportions. The federal government and the states of Georgia and Florida have declared a state of emergency and issued nonessential closure orders. As a result of these sudden and unexpected circumstances adversely affecting our business operations, the Company is required to implement permanent layoffs at its facility located at 2995 US HWY 1, St Augustine, Florida 32086.

These permanent layoffs will be effective March 27, 2020. Your layoff will occur at that time. Unfortunately, the COVID-19 circumstances prevented us from providing formal notice sooner. There are no bumping rights.

We have provided some helpful resources to answer questions and offer any available assistance. We encourage you to apply for unemployment and enroll in COBRA as soon as possible.

Please feel free to reach out to Kim Ragsdale, 904-813-0775, [kimr@beavertoyota.com](mailto:kimr@beavertoyota.com), with any questions in relation to your separation and any benefits for which you are eligible.

Regards,

Nick Reuther  
General Manager  
Beaver Toyota

FL UNEMPLOYEMENT- [WWW.CONNECT.MYFLORIDA.COM](http://WWW.CONNECT.MYFLORIDA.COM)  
(800) 204-2418

MASS MUTUAL/401K- [WWW.MASSMUTUAL.COM](http://WWW.MASSMUTUAL.COM)  
(800) 854-0647

COBRA- [WWW.VITALBENEFITS.COM/BEAVERFL](http://WWW.VITALBENEFITS.COM/BEAVERFL)  
Steve Johnson [steve.johnson@tpapartner.com](mailto:steve.johnson@tpapartner.com)

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PARTS DRIVER  
USED CAR PORTER  
ASSISTANT SERVICE MANAGER  
ASSISTANT SERVICE MANAGER  
ASSISTANT SERVICE MANAGER  
BUSINESS DEVELOPMENT CENTER  
DETAILER  
DETAILER  
DETAILER  
DETAILER  
OIL CHANGE TECHNICIAN  
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RECEPTIONIST  
SALESPERSON  
OIL CHANGE TECHNICIAN  
ACCOUNTING CLERK