

Verizon

Attn: RIF Administration
PO Box 785047
Orlando, FL 32878-5047



October 27, 2010

Dear Name_First Name_Last

As you may know, the Verizon Potomac Companies and the CWA recently reached an agreement with respect to the current Cable Splicing Technicians, Outside Plant Technicians, Systems Technicians, Services Technicians and Maintenance Administrators in the Chris Childs organization who elected to leave the business under the One-Time Enhanced Voluntary Separation Incentive Offer.

This agreement allows you, as one of these associates, to remain employed through the end of 2011, and still receive the benefits of the Offer.

Here's how this will work:

- You may voluntarily elect to remain employed through December 30, 2011, and receive the benefit of the Offer at that time.
- If you choose not to remain employed through December 30, 2011, you can elect to leave the payroll on either November 20, 2010 or December 30, 2010.
- You must return the attached Termination Date Election Form to your supervisor no later than **November 2, 2010**.
- If you elect December 30, 2011 as your Termination Date and, because of your seniority, you are not within the cap of 600 technicians established by the Agreement who may be accepted for that off payroll date, you will be given another opportunity to elect either November 20, 2010 or December 30, 2010.

Please carefully review and complete the attached Termination Date Election Form and return to your supervisor by **November 2, 2010**.

If you do not return the Termination Date Election Form, you will be assigned the Termination Date of December 30, 2010.

Thank you for your consideration and quick action. As always, your dedication and commitment to Verizon and to our customers is greatly appreciated.

Sincerely,

Sharon Hankins
Manager – Benefits
Verizon RIF Administration

Termination Date Election Form

