

Layoff Notification

Date: [Insert Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

We regret to inform you that due to [reason for layoff, e.g., economic downturn, restructuring], your position at [Company Name] will be terminated effective [Last Working Day]. This decision was not made lightly and follows a thorough evaluation of the current business environment.

You will receive a severance package that includes: [details of severance package, e.g., salary continuation, benefits]. Additionally, we encourage you to take advantage of our employee assistance program to support you during this transition.

Please return all company property by [return date]. You may contact [HR Contact Name] at [HR Contact Number] or [HR Email] for any questions or further clarification.

We appreciate your contributions to [Company Name] and wish you all the best in your future endeavors.

Sincerely,

[Your Name]

[Your Position]

[Company Name]