

Layoff Notice

Date: [Insert Date]

Dear [Employee's Name],

We are writing to inform you that due to [reasons for layoff, e.g., economic conditions, company restructuring], we have made the difficult decision to implement layoffs within the organization.

Unfortunately, your position, [Job Title], has been affected by this process, and as of [Last Working Day], your employment with [Company Name] will be terminated.

We appreciate the contributions you have made during your time with us and we want to support you during this transition. You will receive [details about severance pay, benefits, and any support services].

If you have any questions or would like to discuss this matter further, please do not hesitate to reach out to [HR Contact Information].

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]