

Layoff Notification

Date: [Insert Date]

Dear [Employee's Name],

We regret to inform you that due to [specific reasons, e.g., "economic downturn, restructuring, etc."], we have made the difficult decision to reduce our workforce in the [specific department(s) affected] department(s).

This decision was not made lightly, and we truly appreciate your contributions to the company. Your role as [Employee's Position] has significantly impacted our success.

Your last day of employment will be [Last Working Day], and you will receive [details about severance pay, benefits, final paycheck, etc.]. We encourage you to reach out to [HR contact information] for any assistance regarding this transition.

Thank you once again for your hard work and dedication during your time here. We wish you all the best in your future endeavors.

Sincerely,

[Your Name]

[Your Position]

[Company Name]