

Layoff Notification

Date: [Insert Date]

To: [Employee Name]

From: [Your Name]

Subject: Employment Termination Notification

Dear [Employee Name],

We regret to inform you that after careful consideration, we have made the difficult decision to lay off your position effective [last working day, e.g., date]. This decision is based on ongoing performance issues that have not improved despite multiple discussions, feedback sessions, and support provided to you over the past [duration].

Your contributions to [Company Name] are appreciated, and this decision was not made lightly. We encourage you to reach out to our HR department for information regarding your final paycheck and any benefits you may be entitled to during this transition.

We wish you the best in your future endeavors.

Sincerely,

[Your Name]

[Your Position]

[Company Name]