

# Employee Layoff Notification

Date: [Insert Date]

Employee Name: [Insert Employee Name]

Employee Title: [Insert Employee Title]

Department: [Insert Department]

Dear [Employee Name],

We regret to inform you that due to the recent restructuring of our organization, your position will be eliminated effective [insert effective date]. This has been a difficult decision, made after careful consideration of our business needs and future direction.

We appreciate your contributions to our team during your time with us. Your efforts have been valued, and we recognize the impact of this decision on you personally.

As part of the layoff process, we will provide you with [insert details about severance package, benefits, and any outplacement services being offered].

Please feel free to reach out to [insert contact person's name and information] if you have any questions or require assistance during this transition.

Thank you for your dedication and hard work. We wish you the best in your future endeavors.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Company Contact Information]