

# Layoff Notification Letter

Date: [Insert Date]

To: [Employee's Name]

[Employee's Address]

Dear [Employee's Name],

It is with regret that we must inform you that due to economic reasons, your position with [Company Name] is being terminated effective [last working day]. This decision was not taken lightly, and we deeply value your contributions during your time with us.

As part of this transition, we are offering you [details of severance package, if applicable]. We encourage you to reach out to HR for any assistance you may require during this time.

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

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Contact Information]