

# Layoff Notification

Date: [Insert Date]

To: [Employee Name]

From: [Your Name / Company Name]

Subject: Layoff Notification

Dear [Employee Name],

We regret to inform you that due to [reason for layoff, e.g., economic downturn, company restructuring], we must implement a layoff that will affect your position. Your last working day will be [insert date].

This decision was not made lightly, and we genuinely appreciate the contributions you have made during your time at [Company Name]. We recognize your hard work and commitment throughout your employment.

We want to assure you that [Company Name] values your skills and enthusiasm. In the event that future opportunities arise, we encourage you to apply as we may have openings that match your qualifications. We will keep your resume on file for potential rehire.

Thank you for your understanding in this difficult situation. If you have any questions or need assistance with the transition, please do not hesitate to reach out to [HR Contact Information].

Wishing you all the best in your future endeavors.

Sincerely,  
[Your Name]  
[Your Position]  
[Company Name]