

# Employee Layoff Notification

Dear [Employee Name],

We regret to inform you that due to [reason for layoff, e.g., economic conditions, restructuring, etc.], we will need to eliminate your position as [Your Job Title] effective [Layoff Date]. This decision was not made lightly, and we appreciate the hard work and dedication you have shown during your time with [Company Name].

You will receive [details about severance, benefits, etc.]. Our HR department will provide you with further information regarding your final paycheck and any questions you may have about your benefits.

As you move forward, we want to take a moment to express our sincere gratitude for your contributions to the team. Your [personalized message, e.g., creativity, teamwork, leadership] has made a significant impact, and you will be missed by all of us.

We wish you all the best in your future endeavors. Please do not hesitate to reach out if you need assistance in your job search or career transition.

Thank you once again, and take care.

Sincerely,  
[Your Name]  
[Your Job Title]  
[Company Name]