

Layoff Notification

Date: [Insert Date]

To: [Employee Name]

Position: [Employee Position]

Department: [Employee Department]

Dear [Employee Name],

We regret to inform you that due to [reason for layoff, e.g., company restructuring, economic conditions], your position will be eliminated effective [last working day]. This decision was not made lightly and comes after careful consideration.

You will receive the following severance package:

- Severance Pay: [Amount/Number of weeks of pay]
- Unused Vacation Days: [Details]
- Healthcare Benefits: [Duration of benefits continuation]
- Outplacement Services: [Details, if applicable]

Please schedule a meeting with [HR Representative Name] to discuss your severance package and the next steps. We are committed to making this transition as smooth as possible and are here to assist you during this time.

Thank you for your contributions to [Company Name]. We wish you the best in your future endeavors.

Sincerely,

[Your Name]

[Your Title]

[Company Name]