

# Employee Layoff Notification

Date: [Insert Date]

Dear [Employee Name],

We regret to inform you that due to [reason for layoff, e.g., company restructuring, financial challenges], we are forced to make the difficult decision to lay off several employees, including your position as [Employee Job Title]. This decision is effective [Last Working Day, e.g., MM/DD/YYYY].

We want to express our sincere appreciation for your contributions during your time with us. Your hard work and dedication have been greatly valued.

As part of your separation from [Company Name], we have outlined some support resources available to assist you during this transition:

- **Outplacement Services:** [Provider Name, Contact Information, Description]
- **Unemployment Benefits Information:** [Link to relevant state information]
- **Employee Assistance Program:** [Contact Information, Description]
- **Job Search Resources:** [Links to job boards or career coaching services]

Please feel free to reach out to [HR Contact Person] at [HR Contact Information] if you have any questions or need further assistance. We are here to help you as you move forward.

Thank you for your understanding and for your service to the company. We wish you all the best in your future endeavors.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]