

Layoff Notification

Date: [Insert Date]

Dear [Employee's Name],

We regret to inform you that due to the recent decision for the liquidation of [Company Name], we must terminate your employment effective [Last Working Day, e.g., "immediately" or a specific date].

This decision is not a reflection of your performance but is a result of circumstances beyond our control. We appreciate your contributions to the company during your time here.

You will receive your final paycheck along with any accrued vacation days and other owed compensation in accordance with company policy and state law.

If you have any questions regarding your final paycheck or benefits, please feel free to reach out to [Contact Person/Department] at [Contact Information].

We wish you all the best in your future endeavors.

Sincerely,

[Your Name]

[Your Position]

[Company Name]