

Employee Layoff Notification

Date: [Insert Date]

To: [Employee's Name]

Position: [Employee's Job Title]

Dear [Employee's Name],

We regret to inform you that due to [reason for layoff - e.g., economic downturn, restructuring], we have made the difficult decision to lay off several employees, and your position is among those affected.

Your last working day will be [Insert Date]. You will receive [details about severance, benefits, and any other important information].

We appreciate your contributions during your time here and wish you the best in your future endeavors.

If you have any questions or need assistance during this transition, please do not hesitate to reach out to [HR contact person].

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]