

Job Layoff Announcement

Dear [Employee's Name],

We regret to inform you that due to [reason for layoff], we have made the difficult decision to proceed with layoffs within our organization. This decision was not made lightly and is necessary for the long-term sustainability of our business.

Your last working day will be [date]. We are committed to supporting you during this transition, and we will provide you with [details on severance packages, job placement assistance, etc.].

We thank you for your hard work and dedication to [Company Name] and wish you all the best in your future endeavors.

Sincerely,
[Your Name]
[Your Position]
[Company Name]