

Subject: Important Update Regarding Layoff Policy

Dear [Employee's Name],

We regret to inform you that due to [reason for layoffs], we are implementing a layoff policy that will affect certain positions within the company, including yours. This decision was not made lightly, and we understand the impact it may have on you and your family.

As part of our layoff policy, we want to ensure you are informed of your insurance coverage options during this transition period:

- Your current health insurance will remain active until [date].
- You may be eligible for COBRA coverage, allowing you to continue your health insurance for up to [duration].
- Please note that you will be responsible for the full premium if you choose to continue.

We encourage you to review your options carefully. For assistance and more information regarding your benefits, please contact [HR representative's name] at [HR contact information].

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

Warm regards,

[Your Name]

[Your Position]

[Company Name]

[Company Contact Information]