

# Layoff Notification

Date: [Insert Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

We regret to inform you that due to [reason for layoff, e.g., budget cuts, restructuring], we must lay off your position as a Museum Guide effective [last working day, e.g., two weeks from today]. This decision was not made lightly, and we want to express our sincere appreciation for your dedication and contributions to the museum.

You will receive [details about severance, if applicable], and our HR department will provide any necessary information regarding your benefits and final paycheck.

Should you need support during this transition, please do not hesitate to reach out. We wish you the best of luck in your future endeavors.

Sincerely,

[Your Name]

[Your Position]

[Museum Name]

[Contact Information]