

Layoff Notification

Date: [Insert Date]

To: [Employee's Name]

Position: [Employee's Position]

Department: [Employee's Department]

Dear [Employee's Name],

We regret to inform you that due to [reason for layoff, e.g., economic downturn, restructuring], we must proceed with a layoff that will take effect on [effective date]. This decision was not made lightly and involved careful consideration of all alternatives.

Your last working day will be [last working day]. Until then, we encourage you to reach out for any support you may need during this transition.

Details regarding your final paycheck, benefits, and any severance pay will be provided soon. Please feel free to contact [HR Contact Name] at [HR Contact Information] with any questions you may have.

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

Sincerely,

[Your Name]

[Your Position]

[Company Name]