

# Employee Layoff Termination Notice

Date: [Insert Date]

[Employee Name]

[Employee Address]

[City, State, Zip Code]

Dear [Employee Name],

We regret to inform you that due to [specific reasons for layoff, e.g., business downturn, restructuring], your position with [Company Name] will be terminated effective [last working day, e.g., MM/DD/YYYY].

This decision is part of our ongoing efforts to maintain compliance with the current economic conditions and is not a reflection of your performance. We deeply appreciate your contributions to the team during your time with us.

You will receive your final paycheck, including any accrued vacation pay, in accordance with company policy. Additionally, information regarding your benefits and any options for continuation will be provided to you.

If you have any questions or need further assistance, please do not hesitate to reach out to [HR contact person's name] at [HR contact's phone number or email].

We wish you all the best in your future endeavors.

Sincerely,

[Your Name]

[Your Title]

[Company Name]