

Employee Layoff Termination Notice

Date: [Insert Date]

To: [Employee Name]

Department: [Department Name]

Dear [Employee Name],

We regret to inform you that due to departmental downsizing, we must terminate your employment with [Company Name], effective [Last Working Day]. This decision was not made lightly, and we understand the impact it may have on you and your family.

Your contributions to the team have been highly valued, and we appreciate all the hard work you have done during your time with us.

You will receive your final paycheck, including any unused vacation days, in accordance with company policy. Our HR department will be in touch to discuss any severance packages and provide information regarding your benefits and COBRA.

We recommend you contact our HR team at [HR Contact Information] should you have any questions or need further assistance during this transition.

We wish you the best in your future endeavors.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]