

Layoff Termination Notice

Date: [Insert Date]

Employee Name: [Insert Employee Name]

Employee Address: [Insert Employee Address]

Dear [Employee Name],

We regret to inform you that due to economic reasons, we must implement layoffs within our organization. After careful consideration, we have made the difficult decision to terminate your employment, effective [Insert Termination Date].

This decision is not a reflection of your performance, but rather a necessary step we must take to ensure the long-term sustainability of our company.

You will receive your final paycheck and any outstanding benefits in accordance with our company policies. Our HR department will assist you with any questions regarding your benefits and the transition process.

We sincerely appreciate your contributions to the company and wish you all the best in your future endeavors.

If you have any questions or need further assistance, please feel free to reach out.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Contact Information]