

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 significant market changes, [Company Name] has made the difficult decision to reduce our workforce. This decision is necessary to ensure the long-term sustainability of our business.

As a result, we must terminate your employment with [Company Name], effective [Last Working Day]. This decision is not a reflection of your performance but rather a strategic response to external market conditions.

You will receive information regarding your final paycheck, benefits, and any available support services. We encourage you to reach out to [HR Contact Info] should you have any questions or require further assistance during this transition.

We sincerely appreciate your contributions to our team and wish you the best of luck in your future endeavors.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Title]

[Company Name]