

# 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 the completion of the [Project Name] project, your position will be terminated effective [Insert Effective Date]. This decision was made after careful consideration and reflects our current business needs.

We appreciate your hard work and dedication during your time with [Company Name]. You have made valuable contributions to the project, and we are grateful for your efforts.

Your final paycheck, including any unused vacation time, will be processed and sent to you by [Insert Date]. Additionally, please ensure you return any company property by your last day of employment.

If you have any questions or need assistance regarding your benefits or the transition, please feel free to reach out to [Insert Contact Information].

Thank you once again for your contributions, and we wish you the best in your future endeavors.

Sincerely,

[Your Name]

[Your Title]

[Company Name]