

Employee 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 [reason for layoff, e.g., company restructuring, financial difficulties], we are forced to make reductions in our workforce. As a result, your position will be terminated effective [termination date].

This decision was not made lightly, and we sincerely appreciate your contributions to [Company Name] during your tenure. We understand that this news may be difficult, and we are here to support you through this transition.

You will receive your final paycheck, which will include payment for all accrued vacation days and any other eligible compensation. Additionally, you may be entitled to [mention any severance package, benefits continuation, outplacement services].

If you have any questions regarding your termination or the benefits available to you, please do not hesitate to contact [HR representative contact information].

We wish you the best in your future endeavors.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Contact Information]