

# Notification of Employee Layoff

Date: [Insert Date]

To: [Employee's Name]

Position: [Employee's Position]

Department: [Employee's Department]

Dear [Employee's Name],

We regret to inform you that due to operational restructuring, [Company Name] has made the difficult decision to lay off certain positions, including your current role. This decision was not made lightly and is part of our effort to ensure the long-term sustainability and success of the business.

Your last working day will be [Insert Last Working Day]. During this transition, we will provide support to assist you in your job search, including [details about severance packages, career counseling, etc.].

We appreciate your contributions to [Company Name] and wish you all the best in your future endeavors. If you have any questions or need further clarification, please do not hesitate to reach out.

Sincerely,

[Your Name]

[Your Position]

[Company Name]