

# Layoff Notification

Date: [Insert Date]

To: [Employee Name]

Position: [Employee Position]

Department: [Department Name]

Dear [Employee Name],

We regret to inform you that due to [reason for layoffs, e.g., economic downturn, restructuring], we must eliminate your position at [Company Name]. This decision was not made lightly and comes after careful consideration of numerous factors.

Your last working day will be [Last Working Day]. We are committed to supporting you during this transition and will provide you with [details of severance package, outplacement services, etc.].

Please feel free to reach out to [HR Contact/Manager Name] at [HR Contact Email/Phone Number] for any questions or further assistance regarding this process.

We appreciate your contributions to [Company Name] and wish you the best in your future endeavors.

Sincerely,

[Your Name]

[Your Position]

[Company Name]