

Invitation to Layoff Information Session

Dear [Employee's Name],

We regret to inform you that due to [reason for layoffs, e.g., economic challenges], we are hosting an information session regarding the recent layoffs affecting employees at [Company Name]. Your attendance is important as we will provide crucial information on the next steps and resources available to you.

Details of the Information Session:

- **Date:** [Date]
- **Time:** [Time]
- **Location:** [Location/Link to virtual meeting]

This session will cover:

- Overview of the layoff process
- Available support services
- Q&A session

We understand this is a difficult time, and we are committed to supporting you through this transition. Please feel free to reach out to [Contact Information] if you have any questions prior to the meeting.

Thank you for your understanding.

Sincerely,

[Your Name]
[Your Position]
[Company Name]
[Contact Information]