

Severance Announcement for Laid-Off Staff

Date: [Insert Date]

Dear [Employee's Name],

We regret to inform you that due to [reason for layoff, e.g., economic conditions, restructuring], your position at [Company Name] will be eliminated effective [last working day]. This decision was not made lightly, and we appreciate your contributions to the team.

As part of your severance package, you will receive [details of severance, e.g., duration, payment, benefits]. We encourage you to make use of our [outplacement services/career transition resources] to assist you during this transition.

Please feel free to reach out to [HR contact name or position] at [contact information] if you have any questions or need further assistance.

Thank you for your dedication and service to [Company Name]. We wish you all the best in your future endeavors.

Sincerely,

[Your Name]
[Your Title]
[Company Name]
[Contact Information]