

# Employee Layoff Notification

Date: [Insert Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

We regret to inform you that due to [reason for layoff, e.g., company restructuring, financial difficulties], your position at [Company Name] has been eliminated, effective [last working day, e.g., date].

This decision was not made lightly, and we understand the impact it may have on you and your family. We appreciate your contributions to our team and want to support you during this transition.

You will receive your final paycheck on the next scheduled payroll date, which will include any accrued vacation pay. Additionally, you may be eligible for [mention any severance package or assistance programs, if applicable].

Please schedule a meeting with [HR representative's name or manager's name] to discuss your benefits and any questions you may have regarding this process.

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

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Address]