

Layoff Notice

Date: [Insert Date]

Dear [Employee's Name],

We regret to inform you that due to [reason for layoff, e.g., business downturn, pandemic impact, etc.], we are forced to make the difficult decision to lay off certain staff members. It is with a heavy heart that we must include you in this layoff.

Your last working day will be [Insert Last Day of Work]. We understand this news may be difficult to receive and want to assure you that this decision was not taken lightly.

We appreciate your hard work and dedication during your time with us, and we will be providing a severance package that includes [details about severance, if applicable]. We will also offer assistance in your job search, should you need it.

If you have any questions or would like to discuss this further, please feel free to reach out to me directly at [Your Contact Information].

Thank you for your understanding, and we wish you all the best in your future endeavors.

Sincerely,

[Your Name]

[Your Title]

[Restaurant Name]

[Restaurant Contact Information]