

Layoff Notification Letter

Date: [Date]

To: [Employee Name]

Position: [Employee Position]

Department: [Department Name]

Dear [Employee Name],

This letter is to formally notify you that your employment with [Company Name] will be terminated effective [Last Working Day], due to role redundancy within the company.

This decision has not been made lightly and follows a thorough review of our current business operations and future strategy. Despite your contributions to the organization, your position is no longer required and is being eliminated as part of a company-wide restructuring.

You will receive all earned wages and accrued benefits up to your last day of employment. Additionally, you will be provided with [details of severance pay, if applicable], and information regarding your benefits and any outplacement assistance available will be provided separately.

We are grateful for your dedication during your time with us and wish you success in all your future endeavors. Should you have any questions or require additional support during this transition, please contact [HR Contact Name] at [Contact Information].

Sincerely,

[Manager Name]

[Manager Position]

[Company Name]