

Date: [Insert Date]  
To: [Employee Name]  
[Employee Job Title]  
[Department]

## Layoff Notification Letter

Dear [Employee Name],

We regret to inform you that due to [reason for layoff, e.g., company restructuring, reduction in force, or financial constraints], your position with [Company Name] will be eliminated effective [last working day, e.g., MM/DD/YYYY].

This decision was not made lightly and does not reflect your performance, which we greatly appreciate. We are truly grateful for your contributions and dedication during your time with us.

You will receive [outline of severance package, continuation of benefits, unused vacation, final paycheck, etc., as applicable]. Our Human Resources team will provide you with information regarding your final compensation and answer any questions you may have about benefits or the transition process.

We are committed to supporting you during this transition. Please let us know how we can assist you in your job search or in obtaining references.

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

Sincerely,  
[Your Name]  
[Your Title]  
[Company Name]