

Compassionate layoff immediate notice

Subject: Workforce Reduction - Position Elimination

Dear [Employee Name],

I regret to inform you that due to economic circumstances beyond our control, we must implement an immediate workforce reduction. Your position has been eliminated effective today.

This decision is not a reflection of your performance or value to our organization. Unfortunately, current business conditions require these difficult choices to ensure company survival.

You will receive:

- Severance package as outlined in your employment agreement
- Extended health benefits for [time period]
- Positive employment references
- Career transition assistance

Please work with HR to complete all necessary paperwork. We genuinely appreciate your contributions and wish you success in your future endeavors.

With sincere regret,

[Manager Name]

[Title]

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