

Economic Layoff Notice

Subject: Position Elimination - Layoff Notice

Dear [Employee Name],

It is with sincere regret that I must inform you that your position with [Company Name] will be eliminated effective [Date] due to budget constraints and organizational restructuring.

This decision is not a reflection of your performance or dedication. You have been a valued member of our team, and this action is purely based on economic necessity and business reorganization.

You will receive [severance package details] and continuation of health benefits for [duration]. Our HR team will schedule an exit interview and provide information about COBRA coverage and unemployment benefits.

We will provide positive references for future employment opportunities and wish you all the best in your career.

With appreciation for your service,

[Manager Name]

[Title]

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