

# Employee Notification Letter

[Your Company Logo or Letterhead]

[Company Name]

[Company Address]

[City, State, Zip Code]

[Date]

[Employee's Full Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

Re: Notification of Employment Status

We hope this letter finds you well. We are writing to officially notify you of a change in your employment status at [Company Name]. This letter serves as a formal communication regarding the following:

1. Termination of Employment (or)
2. Temporary Layoff (or)
3. Change in Employment Status (e.g., Promotion, Demotion, Transfer)

[Option 1 - Termination of Employment]

It is with deep regret that we inform you of our decision to terminate your employment with [Company Name], effective [last working day, typically 2 weeks from the date of the letter]. The decision has been made after a careful assessment of various factors, and it is not a reflection of your abilities or dedication. We understand that this may be a difficult time for you, and we will provide you with all the necessary assistance during this transition period.

[Option 2 - Temporary Layoff]

Due to unforeseen circumstances that have affected our operations, we are implementing a temporary layoff. This temporary layoff is expected to begin on [start date] and will last for [duration].

Please note that this layoff is not a termination of your employment, and we intend to recall you to work when the situation improves.

[Option 3 - Change in Employment Status]

We are pleased to inform you that there will be a change in your employment status at [Company Name]. As of [effective date], you will be [state new position/title and a brief description of the new role]. We believe that your skills and experience make you an excellent fit for this role, and we are excited about the value you will bring to the team in your new capacity.

In all scenarios, please be advised that you will receive your final paycheck (including any applicable benefits and entitlements) on [date]. You will also receive any accrued vacation pay, if applicable.

For any outstanding company property, we kindly request that you return it to [department/person] on or before your last working day.

If you have any questions or require further clarification, please do not hesitate to contact [HR department or manager's name] at [HR contact number or email address].

We genuinely appreciate your contributions during your tenure at [Company Name], and we wish you all the best in your future endeavors. We hope that our paths may cross again in the future.

Thank you for your understanding and cooperation.

Sincerely,

[Your Name]

[Your Title/Position]

[Company Name]

[Contact Number]

[Email Address]