

Layoff Notification Letter

[Your Company Letterhead]

[Date]

[Employee's Full Name]

[Employee's Address]

[City, State, ZIP Code]

Dear [Employee's Name],

Re: Termination of Employment

We regret to inform you that, due to unforeseen circumstances affecting our company's financial situation, we have been compelled to make some difficult decisions. It is with a heavy heart that we must notify you of the termination of your employment with [Company Name], effective [Termination Date].

This decision was not made lightly, and we sincerely appreciate the hard work and dedication you have shown during your tenure at [Company Name]. Unfortunately, the economic challenges we are facing have forced us to restructure our operations, resulting in a reduction in our workforce.

As part of this workforce reduction, your position as [Job Title] will be eliminated, and your employment will be terminated on the aforementioned date. We understand the impact that this decision has on you and your family, and we want to assure you that we will do our best to support you during this transitional period.

Termination Package:

- 1. Severance Pay:** You will receive a severance package equivalent to [Number of Weeks/Months] of your base salary, as specified in your employment contract or the company's severance policy.
- 2. Accrued Benefits:** You will be entitled to receive payment for any unused vacation days, sick leave, or other accrued benefits up until the last working day.
- 3. Healthcare and Benefits:** You will be eligible to continue your healthcare coverage through [Date], as permitted by COBRA (Consolidated Omnibus Budget Reconciliation Act). More details on

COBRA continuation will be provided separately.

4. Return of Company Property: Please ensure that all company-owned property, including documents, laptops, keys, and any other items, are returned on or before your last day of employment.

5. Retirement Savings: Any contributions you made to the company's retirement savings plan, such as a 401(k), will remain vested and accessible to you.

Career Transition Support:

To assist you during this challenging time, we will provide career transition support, which may include resume writing assistance, job search workshops, and access to relevant job opportunities within our network.

Exit Interview:

We would appreciate your participation in an exit interview, during which you can provide valuable feedback about your experience with [Company Name] and help us improve our practices for the future. A member of our HR team will reach out to schedule the exit interview at your convenience. Please know that your contributions to [Company Name] have been highly valued, and this decision is solely due to financial circumstances beyond your control. We are committed to providing a positive reference for future employment opportunities and will ensure that any inquiries from potential employers receive a fair and accurate representation of your skills and accomplishments. If you have any questions or need additional information, please feel free to contact [HR Contact Name] in the Human Resources department at [HR Contact Email] or [HR Contact Phone Number]. Thank you for your understanding, and we wish you all the best in your future endeavors.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Contact Email]

[Contact Phone Number]