

Formal Layoff Notification Letter

Subject: Notification of Layoff

Dear [Employee Name],

We regret to inform you that due to [reason: e.g., restructuring, downsizing, financial constraints], your position at [Company Name] will be terminated effective [Date].

This decision is not a reflection of your performance, which has been greatly appreciated. You will receive all due compensation, including [severance, accrued leave, benefits details], in accordance with company policy.

We thank you for your dedication and contribution to the organization. Please contact [HR Contact Name] for any questions regarding the transition.

Sincerely,

[Manager Name]

[Title]

[Company Name]

[Contact Information]

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