

Heartfelt Layoff Message Email

Hi [Employee Name],

I wanted to personally reach out to let you know that your role at [Company Name] is impacted by recent organizational changes. Your last working day will be [Date].

We value all the effort and commitment you have given. We are providing [details on severance, support, and references] to help you during this transition.

Thank you sincerely for your hard work, and we hope to assist you in moving forward.

Warm regards,

[Manager Name]

[Title]

[Company Name]

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