Quick Layoff Notification Email

Subject: Position Termination Notice

Dear [Employee Name],

Due to [reason], your employment with [Company Name] will end on [Date]. Please review the attached document for details regarding severance, benefits, and final paycheck.

We appreciate your contributions and wish you the best in future endeavors.

Regards,

[HR Name]

[Company Name]

Get more templates here: https://www.lettersandtemplates.com/letters/layoff-notification-letter