## **Informal Layoff Notification Message**

Hello [Employee Name],

I need to inform you that due to [reason], your role at [Company Name] will end on [Date]. We truly appreciate your work and want to ensure a smooth transition.

Please contact HR for details on compensation and support. We're here to assist you during this change.

Best,

[Manager Name]

Get more templates here: <a href="https://www.lettersandtemplates.com/letters/layoff-notification-letter">https://www.lettersandtemplates.com/letters/layoff-notification-letter</a>