

Layoff Termination Letter

[Your Name]

[Your Title]

[Your Company Name]

[Company Address]

[City, State, ZIP]

[Email Address]

[Phone Number]

[Date]

[Employee's Name]

[Employee's Address]

[City, State, ZIP]

Dear [Employee's Name],

Subject: Termination of Employment

We deeply regret to inform you that, due to unforeseen circumstances and organizational restructuring, we must make the difficult decision to terminate your employment with [Company Name], effective [Termination Date]. This letter serves as formal notice of your layoff from your position as [Employee's Position].

We want to express our appreciation for your dedicated service and contributions during your time with [Company Name]. Your hard work, commitment, and professionalism have been valued assets to our team, and we are genuinely saddened by the necessity of this decision.

As part of the termination process, we want to ensure a smooth transition for both you and the company. You will receive your final paycheck, including any accrued but unused vacation days, on [Payroll Date]. Additionally, you will be provided with information regarding your employee benefits and the process for returning any company property in the coming days.

We understand that this news may come as a shock, and we are here to provide support during this

challenging time. Our HR department is available to address any questions you may have regarding your termination, benefits, or next steps. Please do not hesitate to reach out to [HR Contact Name] at [HR Contact Email] or [HR Contact Phone Number].

We genuinely wish you the best in your future endeavors. Your talents and skills are sure to lead you to new opportunities, and we hope that you find success and fulfillment in your next chapter.

Thank you once again for your dedicated service to [Company Name]. We extend our heartfelt gratitude and wish you all the best.

Sincerely,

[Your Name]

[Your Title]

[Company Name]