

Heartfelt Layoff Termination Letter

Subject: Thank You and Farewell

Dear [Employee Name],

It is with great sadness that I must inform you that your role at [Company Name] is being eliminated as part of our workforce reduction plan. This decision was made with the utmost difficulty, and it does not diminish the appreciation we hold for your work and commitment.

Your skills and contributions have been invaluable, and your absence will be felt deeply within the team. Please accept our heartfelt gratitude for the time and energy you invested here.

We are committed to supporting you in this transition and will provide guidance regarding your benefits, severance, and job search resources. We sincerely wish you the best in the next chapter of your career.

With respect and gratitude,

[Your Name]

[Title]

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