

Formal Layoff Termination Letter

Subject: Notice of Layoff Termination

Dear [Employee Name],

We regret to inform you that due to recent organizational restructuring and economic challenges, your position with [Company Name] will be terminated effective [last working day]. This decision was not made lightly and comes after careful evaluation of the company's needs and resources.

Your final paycheck, including payment for any unused vacation days and benefits as per company policy, will be provided on your last day of work. You will also receive information regarding your eligibility for unemployment benefits and continuation of health coverage through COBRA.

We deeply appreciate your contributions during your time with us and recognize the effort and dedication you have shown. Please reach out to the HR department for any questions regarding severance, benefits, or the transition process.

We wish you the very best in your future endeavors.

Sincerely,

[Your Name]

[Title]

[Company Name]

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