

Compassionate Layoff Termination Email

Subject: Difficult News Regarding Your Position

Dear [Employee Name],

This is one of the most difficult messages I have had to write. Unfortunately, due to [reason such as downsizing, budget cuts, or market conditions], your position with [Company Name] is being eliminated effective [last working day].

I want to emphasize that this decision is in no way a reflection of your performance, which has been greatly valued. We are committed to supporting you during this transition with resources, counseling, and job placement assistance where possible.

Please know that your time and effort here have left a lasting positive impact on the team and the company as a whole. We thank you sincerely for your service.

Warm regards,

[Your Name]

[Title]

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