

Short and Direct Layoff Termination Letter

Subject: Termination Notice

Dear [Employee Name],

This letter serves as formal notice that your employment with [Company Name] will end effective [last working day]. The reason for termination is [layoff due to restructuring/economic downturn/etc.]. You will receive your final paycheck along with details of your benefits in accordance with company policy.

Thank you for your contributions to the organization.

Sincerely,

[Your Name]

[Title]

Get more templates here: <https://www.lettersandtemplates.com/letters/layoff-termination-letter>