

Lighthearted / Casual Layoff Termination Email

Subject: A Bittersweet Goodbye

Hey [Employee Name],

This isn't the kind of message I enjoy sending, but here we are. Due to company cutbacks, today will be your last day at [Company Name]. Don't take this as a reflection of your talent or worth—you've been amazing to work with.

You'll get your final paycheck and benefits info through HR. In the meantime, let's not make this a sad goodbye. You're a star, and I'm confident bigger opportunities are waiting for you. Thanks for everything, and let's definitely keep in touch.

Best,

[Your Name]

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