

Official Severance and Layoff Termination Letter

Subject: Employment Termination and Severance Information

Dear [Employee Name],

We regret to inform you that your employment with [Company Name] will be terminated as of [last working day] due to company restructuring. This decision is final and has been reached after extensive consideration.

In accordance with our severance policy, you will receive [specific severance package details, e.g., 8 weeks of pay, continuation of health benefits for 3 months]. HR will provide you with a written outline of your entitlements, as well as information regarding unemployment claims.

Please return all company property by your last day. We thank you sincerely for your dedication and service to the organization.

Respectfully,

[Your Name]

[Title]

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