

Compassionate layoff acceptance message

Subject: Acknowledgment of Employment Termination Due to Restructuring

Dear [Employee Name],

I am writing to formally confirm our recent conversation regarding the difficult decision to eliminate your position due to organizational restructuring, effective [Date].

Please know that this decision reflects business circumstances beyond anyone's control and is not a reflection of your performance or dedication. You have been a valued member of our team, and this situation is genuinely difficult for all of us.

We will provide you with a comprehensive severance package, continued healthcare coverage for [time period], and positive references for future employment opportunities. Our HR team will schedule a meeting with you this week to discuss all details.

If you have any questions or concerns during this transition, please don't hesitate to reach out to me directly.

With sincere appreciation for your service,

[Manager Name]

[Title]

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