

Layoff Termination Letter

Dear [Employee Name],

Due to unforeseen economic circumstances, [Company Name] must reduce its workforce.

Regrettably, your position will be affected, and your employment will end on [Termination Date].

We are grateful for your dedication and hard work and will provide assistance with your transition, including references and outplacement support.

Warm regards,

[Your Name]

[Position]

[Company Name]

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