

[Your Company Letterhead]

[Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip]

Dear [Employee's Name],

We regret to inform you that due to [reason for layoff], we must lay you off effective [date]. This decision was not made lightly and is a result of [brief explanation of circumstances].

During your time at [Company Name], we appreciate your contributions and dedication. You have brought value to our team, and we are grateful for your efforts.

Please see the attached documents regarding your final paycheck, benefits, and any resources we are providing to assist you during this transition.

We wish you the best in your future endeavors and are here to support you, should you need any assistance.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]