

[Your Company Letterhead]

[Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

This letter is to formally notify you that due to [reason for layoff, e.g., company downsizing, economic conditions, etc.], your position as [Job Title] will be terminated effective [last working day, if applicable].

We appreciate your contributions to [Company Name] during your time with us. We understand that this news may be difficult, and we want to provide support during this transition. [Optional: Include information about severance packages, final paychecks, benefits, job placement assistance, etc.]

Please return any company property before your last day and feel free to reach out to [HR contact or supervisor] for any further assistance you may need.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Company Contact Information]