

[Your Company Letterhead]

[Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

We regret to inform you that due to [reason for layoff, e.g., economic conditions, organizational restructuring], we must lay off your position effective [last working day, e.g., immediately, date].

This decision was not made lightly and is a result of [brief explanation of circumstances leading to the layoff]. We appreciate your contributions to our team during your time with us.

You are eligible for [severance package details, if applicable] and we will provide support in your transition, including [mention any resources such as job placement assistance, references, etc.].

Please return any company property before your departure and feel free to reach out to [HR contact information] if you have any questions or need further assistance.

We wish you the best in your future endeavors.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]