

[Your Company Letterhead]

[Date]

[Recipient Name]

[Recipient Title]

[Department Name]

[Company Name]

[Company Address]

[City, State, ZIP Code]

Dear [Recipient Name],

Subject: Layoff Notification

We regret to inform you that due to [reason for layoffs, e.g., economic downturn, restructuring], we are forced to reduce our workforce. As a result, [number of employees affected] employees will be laid off, effective [date of layoffs].

This decision was made after careful consideration and evaluation of our current business situation. We appreciate the contributions of all employees and understand the impact this news will have.

We will provide support to the affected employees, including [details about severance, outplacement services, etc.].

We are committed to complying with all legal requirements and ensuring that this process is handled with respect and dignity for those affected.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]