

[Date]

[Employee Name]

[Employee ID]

[Address]

Subject: Notice of Layoff due to Facility Closure

Dear [Employee Name],

This letter is to formally notify you that [Company Name] will be permanently closing its facility located at [Facility Address]. As a result of this closure, your position as [Job Title] will be eliminated.

We anticipate that your final day of employment will be [Final Date].

This decision is final and is due to [Reason for Closure, e.g., economic conditions/restructuring] and is not a reflection of your individual performance.

Regarding your transition, please note the following:

- **Final Pay:** You will receive your final paycheck on [Date], which will include payment for all hours worked up to your last day and [accrued vacation/PTO], as per company policy.
- **Benefits:** Your health insurance coverage will continue until [Date]. You will receive a separate packet via mail regarding your COBRA rights and options for continuing coverage.
- **Severance:** [Detail severance package if applicable, or state "You are eligible for severance as outlined in the attached agreement"].
- **Company Property:** Please return all company property, including keys, badges, and laptops, to [Department/Person] by [Date].

If you have any questions regarding your benefits or the contents of this letter, please contact the Human Resources Department at [Phone Number] or [Email Address].

We thank you for your contributions to [Company Name] and wish you the best in your future endeavors.

Sincerely,

[Signature]

[Name of Manager/HR Representative]

[Title]