

DATE: [Date]

TO: [Employee Name]

EMPLOYEE ID: [ID Number]

POSITION: [Job Title]

SUBJECT: Notice of Mass Layoff / Employment Termination

Dear [Employee Name],

This letter serves as official notice that [Company Name] will be conducting a mass layoff at our [Location/Facility Name] facility. Unfortunately, your position is included in this reduction in force.

We anticipate that your final day of employment will be [Final Date]. This action is expected to be [permanent/temporary].

This decision has been made due to [Reason: e.g., economic conditions, restructuring, facility closure] and is not a reflection of your individual job performance.

Bumping Rights:

[You do/do not] have bumping rights (the right to displace a junior employee) in connection with this layoff.

Compensation and Benefits:

- Your final paycheck will include all wages earned through your last day, plus [accrued vacation/PTO].
- Information regarding your health insurance (COBRA) and retirement benefits will be sent under separate cover.
- [Optional: Details regarding severance pay, if applicable].

Support Resources:

We understand this is a difficult time. The Human Resources department is available to assist you with questions regarding unemployment benefits and outplacement services. You may contact [Name/Department] at [Phone/Email].

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

Sincerely,

[Signature]

[Name of Sender]

[Title]

[Company Name]