

Date: [Date]

To: [Employee Name]

Employee ID: [ID Number]

Subject: Notice of Layoff due to Facility Closure

Dear [Employee Name],

Please be advised that [Company Name] has made the difficult decision to permanently close its facility located at [Facility Address]. As a result of this closure, we are conducting a reduction in force, and your employment will be terminated effective [Last Working Day Date].

This decision is based on [Reason for Closure, e.g., economic conditions/restructuring] and is in no way a reflection of your individual job performance.

Final Pay and Benefits:

- **Final Paycheck:** You will receive your final wages, including payment for earned but unused vacation time (if applicable), on [Date].
- **Severance:** [Detail severance package or state "You are not eligible for severance"].
- **Health Insurance:** Your benefits will continue through [Date]. You will receive a separate notice regarding your right to continue coverage via COBRA.
- **Retirement Plan:** Information regarding your [401k/Pension] account will be sent to you by the plan administrator.

Company Property:

Please return all company property, including keys, badges, laptops, and credit cards, to [Department/Person] by [Date].

Outplacement Support:

To assist you during this transition, the company is offering [list services, e.g., career counseling/resume workshops] through [Service Provider Name].

If you have any questions regarding your benefits or the contents of this letter, please contact [HR Contact Name] at [Phone Number/Email].

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

Sincerely,

[Your Name]
[Your Title]
[Company Name]