

[Date]

[Employee Name]

[Employee ID]

[Department]

Subject: Notice of Layoff - Reduction in Force

Dear [Employee Name],

Please be advised that [Company Name] has made the difficult decision to implement a reduction in force due to [reason: e.g., economic conditions/restructuring].

In accordance with our company policy regarding seniority-based reductions, selections for this layoff were determined based on length of service within [Department/Job Classification]. Unfortunately, because you are among the employees with the least seniority in your current role, your position is being eliminated.

Your final day of employment will be [Effective Date].

Compensation and Benefits:

- Your final paycheck, including payment for all hours worked through your last day and [accrued PTO/vacation time], will be issued on [Date].
- Your health insurance coverage will continue through [Date]. You will receive a separate notice regarding your rights to continue coverage under COBRA.
- [Optional: Details regarding severance pay if applicable].

Company Property:

Please return all company property, including [keys, laptops, badges, etc.], to [Department/Name] by [Date/Time].

Next Steps:

A meeting has been scheduled with Human Resources on [Date] at [Time] to discuss your benefits, outplacement services, and to answer any questions you may have.

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

Sincerely,

[Name]

[Title]

[Company Name]