

[Date]

[Employee Name]

[Employee ID]

[Department]

**Subject: Notice of Layoff**

Dear [Employee Name],

I am writing to formally notify you that [Company Name] has recently experienced a significant loss of a major contract, specifically [Name of Contract, if applicable]. Due to the resulting reduction in workload and financial impact, we have had to make the difficult decision to reduce our workforce.

Regrettably, your position as [Job Title] is being eliminated. Your final day of employment will be [Date].

Please note the following information regarding your transition:

- **Final Pay:** Your final paycheck, including all hours worked up to your last day and any accrued vacation time, will be issued on [Date].
- **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 information here, or state "You are not eligible for severance at this time"].
- **Company Property:** Please return all company equipment (laptop, keys, ID badge) to [Department/Name] by [Time] on your last day.

We appreciate the contributions you have made during your time with [Company Name]. If you require a letter of recommendation or have questions regarding your transition, please contact [Name/Department] at [Contact Information].

We wish you the very best in your future endeavors.

Sincerely,

[Your Name]

[Your Title]

[Company Name]