

[Date]

[Employee Name]

[Employee ID]

[Address]

Subject: Notice of Layoff

Dear [Employee Name],

Please be advised that your employment with [Company Name] will terminate on [Effective Date].

This decision is a result of the expiration of our vendor agreement with [Client/Vendor Name]. Because this contract has concluded and will not be renewed, the positions associated with this project are being eliminated. This action is due to the loss of the contract and is not a reflection of your individual job performance.

Your final paycheck, including payment for work performed through your last day and any accrued vacation time, will be issued on [Date]. Your health insurance benefits will continue until [Date]. You will receive a separate package via mail regarding your options for benefits extension under COBRA.

Please return all company property, including [keys, laptops, ID badges], to the Human Resources department by [Date].

We thank you for your service and wish you the best in your future endeavors.

Sincerely,

[Signature]

[Name of Manager/HR Representative]

[Title]