

Date: [Insert Date]

To: [Employee Name]

Subject: Notice of Project Discontinuation and [Furlough/Layoff]

Dear [Employee Name],

This letter is to formally notify you that [Company Name] has made the difficult decision to discontinue the [Project Name] project, effective [Effective Date].

Due to the cessation of this project, your position as [Job Title] is being impacted as follows:

[Option A: Furlough]

You are being placed on a temporary, unpaid furlough starting [Start Date]. We currently anticipate this furlough to last until approximately [End Date/TBD]. During this time, you remain an employee of the company, but you are not permitted to perform any work.

[Option B: Layoff]

Your employment is being terminated due to a reduction in force/permanent layoff effective [Last Working Day]. This decision is based solely on project discontinuation and is not a reflection of your individual performance.

Compensation and Benefits:

You will receive your final paycheck for hours worked through [Date] on [Payment Date]. Information regarding your [Health Insurance/COBRA/Severance Pay/PTO Payout] is attached to this letter.

Company Property:

Please return all company property, including [Laptop/Keys/ID Badge], to [Department/Name] by [Date].

We thank you for your contributions to the project and the company. If you have any questions regarding this transition, please contact [HR Contact Name] at [Phone Number/Email].

Sincerely,

[Manager Name]

[Title]

[Company Name]