

[Date]

[Employee Name]

[Employee ID]

[Address]

**Subject: Notice of Immediate Layoff**

Dear [Employee Name],

Please be advised that your employment with [Company Name] is terminated effective immediately, [Date].

This decision is the result of the unexpected and immediate termination of our contract with [Client Name/Contract Name]. Because this contract provided the primary funding and workload for your position, we are unable to maintain your employment at this time.

This layoff is due to business necessity and is not a reflection of your individual performance.

Regarding your transition:

- **Final Pay:** You will receive your final paycheck on [Date], which includes payment for hours worked up to today and [accrued vacation/PTO], as required by law.
- **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.
- **Company Property:** Please return all company property, including [keys, laptop, ID badge], to [Department/Name] by [Time/Date].

We appreciate your contributions during your time with us and wish you the best in your future endeavors.

Sincerely,

[Signature]

[Name of Sender]

[Title]

[Company Name]