[Date]

[Employee Name]
[Employee ID]
[Home Address]

Subject: Notice of Layoff

Dear [Employee Name],

Please be advised that [Company Name] has made the difficult decision to reduce its workforce due to [reason for layoff, e.g., restructuring, economic conditions, or budgetary constraints]. Regrettably, this means your position as [Job Title] is being eliminated, effective [Last Working Day Date].

This decision is final and is not a reflection of your individual job performance.

Final Pay and Benefits
You will receive your final paycheck on [Date], which will include payment for all hours worked up to your final day, as well as [accrued vacation/PTO] if applicable. Your health insurance coverage will continue until [Date]. Following this, you will receive information regarding your right to continue coverage via COBRA.

Severance Package
As part of this transition, the company is offering you a severance package of [Amount/Number of weeks]. To receive these benefits, you must sign and return the attached Separation Agreement by [Deadline Date].

Company Property
Please return all company property, including your laptop, building keys, and ID badge, to the HR department by [Time/Date].

Outplacement Support
To assist with your career transition, we are providing you with [Description of services, e.g., resume workshops or career coaching] through [Service Provider Name].

If you have any questions regarding your benefits or the transition process, please contact [HR Contact Name] at [Phone Number/Email].

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

Sincerely,

[Your Name]
[Your Title]
[Company Name]