

[Company Header/Logo]

[Date]

[Employee Name]

[Employee Address]

[City, State, Zip Code]

RE: Notice of Layoff (Rolling Schedule)

Dear [Employee Name],

This letter is to formally notify you that [Company Name] will be conducting a mass layoff. This decision is a result of [Reason: e.g., economic downturn, restructuring, site closure].

Because this reduction in force is being conducted on a rolling schedule, separations will occur in stages. Your specific employment is scheduled to terminate on [Specific Separation Date]. This date is currently intended to be your final day of work.

This layoff is expected to be [Permanent / Temporary]. [If temporary, include: We anticipate the layoff to last approximately (Timeframe)].

Below is a summary of important information regarding your transition:

- **Final Paycheck:** You will receive your final wages including [accrued vacation/PTO] on [Date].
- **Benefits:** Your health insurance coverage will continue through [Date]. Information regarding COBRA enrollment will be sent via [Mail/Email].
- **Severance:** [Detail severance eligibility or state "No severance is being offered"].
- **Company Property:** Please return all company equipment, including [laptop, keys, badges], by [Date].

We understand that this is a difficult time. Our Human Resources department is available to answer any questions regarding your benefits and transition services at [Phone Number] or [Email Address].

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

Sincerely,

[Signature]

[Name of Company Representative]

[Title]

[Company Name]