

[Current Date]

[Employee Name]

[Employee ID]

[Address]

Subject: Notice of Layoff Following Decline of Voluntary Relocation

Dear [Employee Name],

This letter serves as formal notification that your employment with [Company Name] will be terminated effective [Final Date of Employment] due to a reduction in force and the closure of your current work location.

On [Date of Relocation Offer], you were offered the opportunity to voluntarily relocate to our office in [New Location City/State] to maintain your current position. We acknowledge that on [Date of Decline], you formally declined this relocation offer.

Because there are no available positions remaining at your current location, your decline of the relocation offer results in your layoff. Please note the following details regarding your departure:

- **Final Pay:** You will receive your final paycheck on [Date], which will include all hours worked up to your final day and any accrued, unused vacation time.
- **Severance:** [Detail severance package if applicable, or state "You are not eligible for severance"].
- **Benefits:** Your health insurance coverage will continue until [Date]. Information regarding COBRA enrollment will be sent via mail.
- **Company Property:** Please return all company equipment, including keys, badges, and laptops, to [Department/Name] by [Date].

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

Sincerely,

[Signature]

[Name of Manager/HR Representative]

[Title]