

[Company Name]  
[Company Address]  
[Date]

[Employee Name]  
[Employee Address]

**Subject: Notice of Layoff**

Dear [Employee Name],

Please be advised that [Company Name] has made the difficult decision to downsize our facility located at [Facility Location]. As a result of this restructuring, the [Name of Shift, e.g., Night Shift] is being eliminated.

Regrettably, this means your position as [Job Title] is being terminated effective [Last Working Day Date]. This decision is based solely on operational requirements and is not a reflection of your individual performance.

Regarding your transition:

- **Final Pay:** You will receive your final paycheck on [Date], which will include payment for hours worked and any accrued unused vacation time.
- **Benefits:** Your health insurance coverage will continue until [Date]. Information regarding COBRA and benefit conversion will be sent to you via mail.
- **Severance:** [Details of severance package, if applicable, or state "Not applicable"].
- **Company Property:** Please return all company property, including keys, badges, and equipment, by [Date].

We appreciate the contributions you have made during your time with [Company Name]. If you have any questions regarding your benefits or the transition process, please contact [HR Contact Name] at [Phone Number/Email].

We wish you the best in your future endeavors.

Sincerely,

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