[Date]

[Employee Name]
[Employee Address]
[City, State, Zip Code]

Subject: Notice of Permanent Layoff and Company Closure

Dear [Employee Name],

I am writing to inform you that [Company Name] has made the difficult decision to permanently close its operations. As a result of this closure, your employment will be terminated effective [Final Date of Employment].

This decision is final and is due to [Reason for closure, e.g., economic conditions/restructuring]. This action will result in the permanent layoff of all staff members at the [Location Name] facility.

Regarding your transition:

- **Compensation:** You will receive your final paycheck on [Date], which will include payment for all hours worked up to your final day.
- **Vacation/PTO:** You will be paid for [Number] hours of accrued but unused vacation time.
- **Benefits:** Your health insurance and other benefits will continue until [Benefit End Date]. You will receive a separate packet regarding COBRA or benefit conversion options.
- **Severance:** [Details regarding severance pay, if applicable, or state "No severance is being offered at this time"].

We will provide you with a formal reference letter and can assist with job placement resources through [Resource Name/Department] until the final closing date.

Please return all company property, including [keys, laptops, badges], to [Name/Department] by [Date].

We want to express our sincere gratitude for your hard work and dedication to [Company Name]. We wish you the very best in your future endeavors.

Sincerely,

[Signature]
[Name of Sender]
[Title]
[Company Name]