[Date]

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

Subject: Notice of Permanent Layoff

Dear [Employee Name],

I am writing to formally notify you that [Company Name] is experiencing severe financial insolvency. As a result of these financial difficulties and the subsequent restructuring of the organization, we must inform you that your position as [Job Title] is being eliminated.

This layoff is permanent. Your final day of employment will be [Final Working Date].

Regarding your final compensation, you will receive payment for all hours worked up to and including your final date, as well as [mention any accrued vacation or PTO pay if applicable]. These funds will be issued on [Date] via [Direct Deposit/Check].

Information regarding your benefits, including [COBRA/Health Insurance] and [401k/Pension] status, will be sent to you in a separate package via mail. Please ensure we have your current mailing address on file.

We understand that this is difficult news. We want to thank you for your service and contributions to [Company Name]. We will provide a letter of recommendation upon request to assist in your future job search.

Please return all company property, including [keys, laptop, ID badges], by [Date].

If you have any questions regarding this notice, please contact [HR Contact Name] at [Phone Number/Email].

Sincerely,

[Signature]

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