

Email subject line: Layoff Notification

Dear [Employee First Name],

We have some bad news, our company has suffered tremendously as a result of [Mention Factors]. As a result, the company is undergoing a layoff process in certain departments. Please note that individual performance is not a factor in this layoff.

Unfortunately, your department is included in this layoff. [Mention Date] will be your last day of work. Your medical benefits will be extended until the end of the [Mention Month]. You will receive your final paycheck by [Mention Date].

A Human Resources representative will contact you within the next week to schedule a meeting. You will learn about potential separation benefits, such as the services of an outplacement agency to provide counseling and aid in finding you a new job.

We appreciate everything you've done for the company and wish you the best of luck in your future success.

Best wishes,

[Your Name]

[Your Job Title]

[Company Name]