[Company Name]

[Street Address]

[City, ST ZIP Code]

[Date]

[Recipient Name]

[Street Address]

[City, ST ZIP Code]

Dear [Recipient Name]:

I regret to inform you that you are being laid off from your position as **[position name]** effective **[date layoff goes into effect].** This layoff should be considered permanent.

A recent **[Restructuring, economic downturn, buyout, etc]** requires that **[company name]** lays off [number] employees.

These layoffs are not related to individual performance.

You will receive **[amount of severance pay]** and you will continue to receive **[any benefits they continue to receive]** until **[time at which benefits end].**

The following company property must be returned by **[return date]:**

* List company property to be returned.

Thank you for your contributions to the company. If you have any further questions, please get in contact with **[contact name].**

My best wishes for success in your future endeavors.

Sincerely,

[Your Name]

[Title]