

[Company Name]
[Company Address]
[City, State, ZIP]
[Date]

[Employee Name]
[Employee Position]
[Employee Address]

Dear [Employee Name],

This letter is to inform you that your employment with **[Company Name]** will be terminated effective **[Last Working Day]** due to **[Reason for Layoff (e.g., workforce reduction, budget cuts, reorganization, etc.)]**.

Your final paycheck, including any earned wages and accrued vacation, will be provided to you on your last day. You will also receive information regarding your benefits, final entitlements, and the process for returning any company property before your departure.

We thank you for your contributions to **[Company Name]** and wish you the best in your future endeavors.

Sincerely,

[Manager/Supervisor Name]
[Manager/Supervisor Position]
[Contact Information]