

Termination Letter - Layoff and/or Downsizing

Dear [Employee name],

Over the last several months, [Company name] has experienced financial difficulties due to lack of work in our industry. We have explored many options, including [insert options].

Unfortunately, our efforts have been unsuccessful, and we find that we must reduce our workforce to ensure the financial stability of the company.

After reviewing our options, we have concluded that we must eliminate approximately [number] positions. It is with deepest regret that I inform you that your position is one that will be eliminated effective [date].

Within the next week, a representative from Human Resources will contact you to set up a meeting. During this meeting you will learn about available separation benefits, including the services of an outplacement firm to provide counseling and assistance in finding another job.

Please accept our appreciation for your contributions during your employment with [Company name].

Sincerely,