[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]. Although I intend this lay off to be temporary, I am not able to provide a day of return.

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]

cc: [Manager’s Name]