

Termination Letter Template - Layoff

[Date]

Dear [Employee Name],

[Company Name] (Company) has recently experienced [financial difficulties, economic downturn, restructuring, etc.]. The Company has explored many options but, unfortunately, we must make certain difficult decisions at this time. After careful consideration, your position with the Company is being eliminated effective [Date].

Your final paycheck from the Company will be paid on [Date] and [will or will not] include payment for accrued but unused vacation/sick time. Your health insurance benefits, if applicable, will continue through [Date]. You will receive information from our plan administrator regarding your right to COBRA coverage. If you have retirement accounts with the Company, you may discuss your options by emailing [Email].

Company records indicate that you have the following Company property in your possession:

[list items]

These items must be returned to the Company no later than [Date]. Please coordinate with [HR rep] to facilitate the return of these items.

Before your final day of employment with the Company, [HR rep] will contact you to discuss your separation benefits, COBRA, and outplacement services. On behalf of the Company, I want to personally thank you for your contributions.

[Name, sign above]

[Job title]

CC: HR

Employee personnel file