

Layoff Announcement Template

It is with regret that we must notify you that [Company Name] will lay off approximately [Number or %] employees by [Date]. The company has experienced [List Challenges]. We have already taken steps to rectify the situation and feel business will bounce back quickly. Unfortunately, a layoff is necessary at this time.

Affected employees will be informed by their managers by [Date]. Those employees affected by the layoff will be given a comprehensive severance package in order to ease the transition.

We understand this may create fear across the company, so we will accomplish this reduction in force as fairly and compassionately as possible. Additionally, we will provide you with the necessary support and assistance as we make this transition.

Please direct any questions or concerns directly to [Name of HR rep] in human resources.