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Check the template below 👇🏼. Modify as per your requirements. The elements that need to be changed are highlighted in yellow for your convenience.

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Dear [Employee name]

We regret to inform you that you are being laid off from your position as [job title] effective from [mention the date].

A recent [Add the official reason like - 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.]
* [list company property to be returned.]

Thank you for your contributions to the company. If you have any further questions, please get in touch with [contact name and information].

My best wishes for success in your future endeavors.

Sincerely,

[Manager's Name]