Company name  
Company address  
Company telephone number  
Company website

Employee name  
Employee address  
Employee postal/zip code  
  
Date:  
  
Re: [Termination of contract/layoff of XYZ position]

Dear [insert first name]

I write further to the meeting you attended on [date], in the presence of [HR name] and I, [your name]. This meeting was in relation to [insert any earlier communication, such as an initial layoff discussion or meeting where layoffs were announced].

As you are aware by now, [organization name] has been impacted heavily by [insert external and internal factors, such as the COVID-19 pandemic], which have had a significant and unexpected impact on our operations, including [list a couple of the most severe impacts, such as loss of revenue or business].

Over the last few months, the organization has implemented many strategies to mitigate the impacts of this situation, including [list some actions the organization has attempted]. Unfortunately, the need for further action is necessary.

Based on the above, I regret to inform you that your role as [insert job title] is being laid off, effective [date of termination]. Your benefits and length of service will continue up to and including this date.

As per your contract of employment, you will be paid the following:

[List gross payments, such as notice period, vacation accrual, and the actual amounts due].

This will be paid to you on [insert pay date].

I would also like to draw your attention to the following resources which have been provided for you, free of charge, in case you would like further guidance or support in respect of the above:

[List resources, such as counselling hotline, résumé writing service, and so on].

Finally [insert first name], I want to thank you for all you have done for [organization name]. Your contributions to what we have achieved over the years has been invaluable. I wish you all the very best for your future.

Yours sincerely,

[Manager name, signature, contact information]