

Employee Layoff Severance Letter

Date:

Employee Name:

Employee Position:

Department:

Dear ,

We regret to inform you that, due to , your position with will be terminated effective . This decision was not made lightly and in no way reflects your performance or contributions.

In recognition of your service, you will receive a severance package consisting of:

- Severance pay equivalent to of your current salary
- Payment for any accrued but unused vacation days
- Continuation of health benefits for months
- Other benefits:

Your final paycheck will be provided on . Please return any company property including laptops, keys, and access cards by .

If you have any questions, please contact at .

Thank you for your contributions and we wish you the best in your future endeavors.

Sincerely,

Name

Title

Company Name