To

[Recipient Name]  
[Department Name]  
[Address]  
[Text]

Re. Layoff due to Budget Cuts

Dear Shaw,

I am Mark Janson, the Assistant Director from CLM Star Groups and Company. It is informed to you very sad that you have been laid off from the company while attempting to craft a way for budget cuts. Sheer economic destabilization and financial difficulties put the company into a position of making some grave decisions.

The company’s authoritative heads tried various other ways to handle the situation and balance the disability through any plausible and competent way. The imbalance between production and sale has put the company into a position of shrinking the organizational tasks of the company and layoff the staff on the basis of seniority, experience, and skills.

The budget cut is seen as the only way to bring the company into the economic balance of generating an appropriate profit and other benefits. We recommend you visit the HR Manager’s office who can guide you regarding your career. It is as sad for us as for you because the company is impelled to layoff one of the most brilliant workers from the company and an extraordinarily intelligent mind. You will be remembered as a great asset to the company and your sincere efforts in making this company sky-high will always be appreciated. We cannot thank you enough for your cooperation and coordination through thick and thin of the company. For more feel free to call us at [X] OR write at [Email].

Sincerely,

Signature