To

[Recipient Name]  
[Department Name]  
[Office]  
[Address]

Re. Permanent Layoff due to Covid-19

Dear Jean,

It is to inform you with regret and sadness that you have been laid off from the designation of Assistant Manager due to the gruesome circumstances of Covid-19 and its dreadful impacts on the economy at global levels. Based on the mentioned cause, the company has decided to layoff twenty-three employees which will be in action from 25th July 20XX.

As you must have an idea about the impacts of Covid-19 on businesses all over the world, we are no more an exception. The business has been terribly struck by the Covid-19 and ultimate lockdown all over the country. The USA government declared the lockdown and shut down of the business three months before and during these three months it has been very difficult to steer the business at its former heights.

To curb this economic fallout, we have tried a lot to explore the solution for this unwanted and unpleasant issue. Unfortunately, we could not find any other single solution to this problem and we had to settle for various issues all together to paint this dismal picture of the economy. The future of economic stability is now in recession and remains bleak, that is why, and we are compelled to layoff twenty-five staff members permanently.

To make you a little bit easier, we have decided to give $1000 to you so that you can manage your livelihood till the next job. We do appreciate your tenure of sincere services and dedicated efforts to the contribution towards this company.

We can’t thank you enough for your coordination and understanding. Gramercy!

Sincerely

Signature