To

[Recipient Name]  
[Department Name]  
[Address]

Re. Permanent Closure of Business Leading to Layoff

Dear Shark,

It is a very sad ambiance here while delivering you the news that you have been laid off permanently. In fact, the complete essence is bad as we are going to close our business permanently due to some unrecoverable loss bore by the company during the past five months. The closure will be effective from 20th July 20XX.

The company had already been suffering from great financial loss, loss of some brilliant management equipment, and some under-table conspiracies. It led to some tough times that were tough to go through and the situation was triggered and exacerbated by the surge in pandemic which has become more an economic crisis than in the world of health and medicine. We opted for other options on the way, but they were not fruitful. That is why we have decided to layoff.

We really appreciate the level of commitment and dedication that was observed in your work. Undoubtedly the company would never have had this decision of layoff if not to be impelled to do so. We thank you for your continuous and tireless efforts and industrious work to contribute to the well-being of the company to an advanced level. We can arrange a meeting with the Human Resources Department for Consultation.

Thank you.

Sincerely

Signature