To

[Recipient Name]  
[Department Name]  
[Address]

Re. Layoff due to Business Closure

Dear Kim,

I am Noah Atel writing to you on the behalf of Normal Rex X Software and Designing (NRXSD), US. The letter aims to convey to you that you have been laid off from the designation of Assistant Finance Manager (AFM) likely to be permanent. I am sure the news is sad and astounding altogether but the reason would rationalize the decision. The company decided to layoff all the working staff from the business due to the closure of the business.

We are compelled to shut down the business due to a surge in economic fallout and the circumstances led to the present scenario. With this scenario, it has become impossible for us to run the business with maximum profit and appropriate effectiveness.

We are going to layoff the whole of the staff effective from 1st August 2020. This layoff would be of permanent nature and we will surely contact you if we would be able to find a space for a new business. We appreciate and admit your dedication and sincere efforts in creating a productive environment of working and quality production.

Thank you

Sincerely,

Signature