To

[Recipient Name]  
[Department Name]  
[Address]

Re. Layoff due to Downsizing

Dear Markel,

I am Nisen Sharkal, the General Manager, writing to bring important information into your account. The lack of work has thrown the company in a tough time in the shape of economic decline and difficulties. These difficulties have led us to make some terrible decisions. One of those decisions is making layoff some of our employees. According to the decision taken by the company’s Board of Directors which includes Director-General, Managing Director, and our reverend CEO, we are implied to terminate a few employees permanently.

Due to the dearth of the situation’s gravity, we have decided to terminate you permanently because the company is not sure about the time period which can be taken by the situation to get better. In this grave situation, I can completely understand what you might be feeling due to this sudden act but as it has already been mentioned, we have decided this to balance the company’s economic difficulties. To bring a bit of comfort to you in this sad moment, the CEO has decided to give $1000 to you to manage your basic livelihood till your next employment.

The company regrets making such a decision, but the world of business is unpredictable and implies you make such unfavorable decisions. In this moment of gravity, the company will not forget to appreciate your sincere efforts for the company and the quality of work produced by you. The company cannot thank you enough. Moreover, I hope you will understand this grave matter. Thank you.

Sincerely,

Signature