To

[Recipient Name]  
[Department Name]  
[Address]

Re. Temporary Layoff due to Slow Business

Dear Jen,

I regret to inform you that you have been laid off from the position of Assistant Manager permanently due to some certain grave circumstances. The letter intends to tell you the reasons behind the layoff and the company’s staggering position. The company is suffering from a slow business due to which profit of the company has been turned into a loss. Due to this, it has become tough for the company to manage the budget and finance thus related. To bring the situation under control and make things better it has been decided to terminate 20 employees from the company.

I am sorry to inform you that you are also included in the list. We have tried a lot to explore other options to handle the situation and make circumstances favorable but in vain. Heavyheartedly, we decided to make terminations. We admit and appreciate your contribution to making this company a bright star in the world of the business. Your services will always be remembered as a vital asset. Till the end of this week, you will be contacted by the HR department and they will communicate about your working career and help you in this regard. I hope you will understand the situation and coordinate with the company. For more, write to [Email].

Thank you

Sincerely,

Signature