To

[Recipient Name]  
[Designation]  
[TEXT]

Re. Layoff due to Lack of Work

Dear Benjamin,

I regret to inform you that company is making layoffs on a permanent basis. This layoff is made due to the lack of work in the company. Due to the lockdown situation, the company’s clientage has been affected a lot. The company bore a loss of $40,000 due to the imbalanced situation created due to more workers and less work.

In this situation, the company concluded that layoff is important for a company’s survival. To lessen the stress in your head the company has decided to pay you next month’s salary including fringe benefits. During this period, you can find some other work to make your livelihood well. Due to the sudden fall in contracts, clientage ad customers, we are compelled to do so. Viewing this situation, the number of creditors has also fallen short and the loss would be at a few heads.

I am sure you will understand and respect the company’s decision. For further you are free to meet our Managing Director, Emily Ester, or write to the HR department on [Email].

Thank you.

Sincerely

Signature