To

[Recipient Name]  
[Designation]  
[Company Name]

Re. Permanent Layoff due to Restructuring

Dear Mais,

I am Jennifer Lona Writing on behalf of the Lucifer Gentle Manufacturing Company. The purpose is to notify you that you have been laid off from the company permanently effective from 20th July 20XX. It is sad news and a tough decision to lay off the company’s bright heads, but the company is compelled to do so because it is going to go through the process of restructuring i.e. financial nature of corporate restructuring.

After the accumulation of substantial damages in the form of huge loss to the company, the shareholders have decided to give consent on the internal restructuring which is economical. The restructuring involves various formalities, legal in nature, and carried out internally through an appropriate agenda. It will bring significant changes in the capital structure or pattern of the company. It will lead to the change in fixed finance and will also impact on the structure of ownership and control of the capital.

We have explored and tried a few strategies, but we could not find a way to not do a layoff. We appreciate our employees and their tireless services to the company. The layoff is a sad decision on the part of both i.e. the company and the employees.

We understand that the state of sudden termination can lead to worrisome concerns of finance and livelihood. Keeping in view your salvation, we have arranged a meeting with the Senior Manager of Human Resource Department who could guide you further and can help you out in finding your future career tactically.

Moreover, the company would pay $1000 to you as a reward to the services you have been giving in the company and doubtlessly, for the dedicated contribution. We do not feel fulfilled to thank you enough for your cooperation and sincerity in the company. For more contact us at [X] or write to us at [email].

Thank you

Sincerely,

Signature