To

[Recipient Name]  
[Designation]  
[Company Name]

Re. Permanent Layoff due to Divestiture

Dear Mark,

It is regretful to inform you that you have been laid off from the company due to divestiture. The company, to combat its financial fallout appropriately and effectively, has decided to sell its production wing to the NGH Mol Stock Group. This is carried out by the proclamation of the Production Manager and Quality Assurance Officer of the company that the uprising economic fallout has left the production wing with huge debts with high-interest rates. These interest rates are 18% higher than the previous one.

As the preceding situation informs the shift of production wing due to higher debts and interest rates, it is also to consider that the shift of the department is carried through all the legal formalities. It has been done for the sake of cash and security involving the limited sale of assets. It is to keep in view that only two sections of the production line are sold out as divestitures.

In the wake of the above-mentioned situation, it has become difficult for us to keep the employees at the previous numerals. We are implied to abate the number of employees in product line sections that are sold out keep in view the seniority and skill base of termination. Fresh employees are removed because the company policy involves a provision that says that while laying off the employees, the senior ones should be kept at a secure point as they have a record and history with the company.

We are thankful to you for this coordination and understanding. Soon, you will be contacted by the Human Resource Department for outplacement and consultation regarding your professional career as experts' advice will help you out to find out the next job. You can visit the Finance Manager to draw out your paycheck and a $450 as a reward by the company. For more do not hesitate to ring at [X] or visit Mr. John A.K at your disposal.

Thank you

Sincerely,

Signature