

# Termination Letter Template - Layoff

|                  |             |
|------------------|-------------|
| Employee Name:   | Job Title:  |
| Supervisor Name: | Department: |
|                  | Date:       |

[Company Name] (Company) has recently experienced [financial difficulties, economic downturn, restructuring, etc.]. The Company has explored many options but, unfortunately, we must make certain difficult decisions at this time. After careful consideration, your position with the Company is being eliminated effective [Date].

**Final Paycheck:** will be paid on [Date] and [will or will not] include payment for accrued but unused vacation/sick time, in accordance with company policy and laws in your state.

**Health Insurance Benefits:** (if applicable) will end on [Date]. You will receive information from our plan administrator regarding your right to COBRA coverage.

**Retirement Accounts:** you may discuss your options by emailing [Email].

**Company Property:** Any items listed below must be returned to the Company no later than [Date]. Please coordinate with [HR rep] to facilitate the return of these items.

[list company property]

Before your final day of employment with the Company, [HR rep] will contact you to discuss your separation benefits, COBRA, and outplacement services. On behalf of the Company, I want to personally thank you for your contributions.

[Name, sign above]

[Job title]

CC: HR

Employee personnel file