Termination due to layoffs/downsizing

[Date]

Dear [Employee Name],

Over the last several months, [Company Name] has experienced financial difficulties thanks to the lack of labour in our industry. We've explored many options, including the introduction of the latest products to exchange those made obsolete by technological advances. Unfortunately, our efforts haven't resulted in increased sales and work.

After reviewing our options, we've concluded that we must eliminate approximately [number] positions. It's with the deepest regret that I inform you that your position is one which will be eliminated effectively [date].

Within the subsequent week, a representative from Human Resources will call you to line up a gathering. During this meeting, you'll study your separation benefits that include the services of an outplacement firm to supply counselling and assistance find another job.

Please accept our appreciation for your contributions during your employment with [Company name].

Sincerely,

[Name]