

<<COMPANY>> LAYOFF NOTICE

<<CurrentDate>>

To: <<ContractFirstName>> <<ContractLastName>>, <<ContractJobTitle>>

Re: Notice of Indefinite Layoff

This notice is to inform you that due to a << insert reason here – such as “seasonal slowdown,” “lack of work,” “lack of funding,” reorganization, etc. >>, you will be laid off effective <<StartDate>>.

Enclosed you will find information that includes details about the support services available to you, as well as other information that you may find useful regarding the impacts of layoff. If you did not receive this packet of information, or if you have additional questions, you may contact <<HR Contact>> in the Company Human Resources Department at <<HR Phone>>.

The Human Resources Department is also available to discuss any additional benefits, such as unemployment, training, and other benefits you may be entitled to ...

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