



Notice of Layoff Template

(Name of Manager)

(Title)

(Date)

(Recipient Name)

(Title)

(Company Name)

Dear (Recipient Name),

Due to economic and industry forces beyond our control, (Company Name) has been forced to make some difficult decisions. To survive in this market (Company Name) will be undergoing a re-organization and streamlining process.

It is with great regret that I must inform you we are eliminating your position and terminating your employment at (Company Name) effective (Date). This layoff is due to (Lack of Work/Lack of Funds/Reorganization). We will provide you with the appropriate amount of termination pay based on your time with the organization as per [governing provincial employment/labour standards legislation]. You will receive your termination pay and final paycheck on (Date).

An exit interview has been scheduled for (Date and Time) with (Name) from Human Resources. This exit interview is designed to provide you with information pertaining to benefits and unemployment, and to receive feedback from you on your experiences at (Company Name).

We will be sorry to see you go, and thank-you for your service at (Company Name).

Sincerely,

(Name)

(Title)