TO

**[Receiver Name]**

**[Receiver Title]**

**ADDRESS:** **[Receiver Address]**

**EMAIL:** **[Email Address]**

**PHONE: [Home Phone]**

FROM

**[Sender Name]**

**[Sender Title]**

**Subject:** Involuntary Termination Due to Layoffs

Dear Ky Hampton,

Over the past year, Express Services has experienced financial challenges due to the ongoing recession. While we have re-evaluated our budget and streamlined processes significantly, we continue to see reduced sales. After assessing all our options, we have determined we must terminate 24 positions. I regret to inform you that your position as sales executive will be removed as of July 28, 20XX.

Within the next couple of days, a human resources representative will schedule a meeting to discuss compensation, benefits and resources for finding a new job.

Thank you for your hard work over the past five years.

Sincerely,

**[Signature]**