

## Sample Letter of Layoff

Date: \_\_\_\_\_

To: \_\_\_\_\_

Due to reductions of funding (or other situation) our organization finds it necessary to eliminate various jobs. Unfortunately, your position is affected by this reduction in force. Your last day of employment will be \_\_\_\_\_.

1. If applicable, your medical benefits will be paid through \_\_\_\_\_ and you will receive a COBRA notice addressing the continuation of those benefits.
2. If applicable, you should request reimbursement for all eligible organizational expenses as soon as possible, in order to expedite reimbursement for those expenses.
3. For unemployment insurance benefits, you can contact the state department for unemployment insurance. [Add appropriate phone number and website.]
4. Your final check includes payout for accrued but unused vacation. [Note: check to see if either state law or your personnel handbook requires payment of accrued leave benefits at the time of layoff. If it does not, you can issue the accrued benefit check a week later, for example, but specify the timing in this letter.]
5. [If severance pay will be given to the employee add this paragraph or delete:] With your final check you will receive a Release and Severance Agreement. When you return this signed to the HR Department, you will receive a check for severance pay of \$\_\_\_\_\_.

We are sorry that this reduction in force is necessary. This layoff is (permanent/temporary until \_\_\_\_\_). We will be talking to each employee individually. Please don't hesitate to contact \_\_\_\_\_ if you have questions.