Date:

To

[The Recipient]

Dear Mr. [Navid],

I am writing this letter to announce the bad news of your layoff due to lack of work in the organization. Unfortunately, the month of July 20XX would be your last month with us, and from 1st August 20XX, you will not remain an employee of ABC Limited.

Our company has been facing many issues since the pandemic of COVID-19. We have not been able to grab enough projects even to reach the breakeven point. As we value our employees greatly, we were bearing the losses to avoid the layoffs. However, the effects of the pandemic are still not decreasing, and there is limited work in the company, which is why we are forced to make this difficult decision. We did not want to let go of our family members, but we had no other option.

We regret that we have to lay off one of our greatest employees, but due to lack of projects, we had to take this decision of letting you go.

We wish you the best of luck in your future. Let us know if you need any recommendations for your future job.

Thank you.

Regards,

Emily Watson.