Layoff notification email

Send the individual email immediately after the employee hears the news from their manager or HR, within the same hour. Send the message to remaining staff once every affected person has been told, the same day.

AFFECTED EMPLOYEE (AFTER THE CONVERSATION)

Subject: Your position with [Company]: details from today's conversation

Hi [First Name],

Thank you for meeting with [Manager Name] and me today. As we discussed, [Company] is eliminating a number of roles as part of [brief business reason, e.g. consolidating our two regional service centers], and your position as [Job Title] is one of them. This decision is about the role, not your performance.

Here are the details:

- Last day of employment: [Separation Date]
- Final pay: [what is included], paid on [Final Pay Date]
- Severance: [Number] weeks of pay, [Severance Amount], offered in exchange for signing the attached separation agreement. You have until [Agreement Deadline] to review it, and we encourage you to talk to an advisor or attorney.
- Health benefits: coverage continues through [Coverage End Date]. COBRA information will arrive from [Plan Administrator].
- Support: [outplacement service, résumé help, EAP access], available until [Support End Date].
- Internal roles: you're welcome to apply for open positions at [Internal Jobs Link]. [Any preference or priority given to laid-off employees.]

I know this is a lot to take in. Call me at [Phone Number] any time this week, or book a follow-up here: [Scheduling Link].

[Your Name]
[Title], [Company]

ADVANCE NOTICE (WARN-COVERED)

Subject: Notice of layoff: [Site Name], effective [Separation Date]

Dear [First Name],

This letter is advance notice that [Company] will [close the Site Name facility / conduct a reduction in force at Site Name], and that your employment as [Job Title] is expected to end on [Separation Date]. [This action is expected to be permanent / This layoff is expected to last more than six months.]

[Bumping rights apply / No bumping rights exist] for your position. [If a union represents the employee: Your union, Union Name, has also been notified.]

You will continue to receive your regular pay and benefits until your separation date. Details of final pay, severance eligibility and benefits continuation will be shared with you in an individual meeting by [Meeting Date].

For more information, contact [Contact Name], [Contact Title], at [Phone Number] or [Email].

Sincerely,

[Your Name]
[Title], [Company]

MESSAGE TO REMAINING EMPLOYEES

Subject: Changes to our team today

Hi everyone,

Today we told [Number] colleagues in [Departments or Sites] that their roles are being eliminated. Each of them heard the news directly from their manager and HR before this message went out.

The reason: [one or two plain sentences on the business reason]. These were difficult decisions about roles, not about the people in them, and every affected employee is receiving severance, extended health coverage and job search support.

What this means for you: [what changes in teams, reporting lines or coverage, and what doesn't]. Your manager will meet with your team by [Date] to talk through priorities.

We're holding an open Q&A on [Date and Time] at [Location or Link]. If you'd rather ask privately, reply to me or contact [HR Contact].

Please treat departing colleagues with the respect they've earned. If you want to stay in touch with them, that's welcome.

[Leader Name]
[Title]

SUBJECT LINE IDEAS

- Your position with [Company]: details from today's conversation
- Notice of layoff: [Site Name], effective [Separation Date]
- Position elimination and next steps
- Separation details, severance and benefits
- Changes to our team today
- Reduction in force: what it means for you

SMS / WHATSAPP VERSION

Hi [First Name], this is [Your Name] from [Company] HR. Following today's conversation, I've sent the details of your separation date, pay, severance and benefits to [Personal Email]. Call me at [Phone Number] whenever you're ready to talk it through.

Placeholders to replace: [First Name], [Manager Name], [Job Title], [Separation Date], [Final Pay Date], [Severance Amount], [Agreement Deadline], [Coverage End Date], [Plan Administrator], [Site Name], [Internal Jobs Link], [Personal Email], [Leader Name], [Your Name], [Title], [Company], [Phone Number]