

# Layoff Letter Sample, Template, Format

From,  
Manager,  
K.D and Company,  
Switzerland.  
March 09, 2021.

To,  
Michael Mathew.  
Operator staff,  
K.D and Company,  
Switzerland.

**Subject: Layoff Letter**

Dear Michael,

As you are familiar with the fact that our company has to face the problem of raising the costs of production and the prices due to overseas competition are falling.

Regrettably, your post is being eradicated as we had no other go on this issue. I am familiar with the fact that you will try to locate another position instead of completing the pendant projects.

We hearten you to share your views and if you need any kind of help you can always approach me and come to me without any reluctance. On your last day of working with our company, your due payment will be reached to you. As far as concerned with the procedures on this matter, our insurance company will contact you as soon as possible.

I am very much pleased and enchanted to say that you have been a respected or valuable member of our team. I am also feeling repentance as I am sending this letter to you but this economic downturn forced me to do so. Our best wishes are with you and wish you a stroke of very good luck for your bright future.

Thanking you.

Yours sincerely,  
John shiv.