**#Date#**

To,

**#\*firstname\*# #\*lastname\*#**

**#\*currentaddress\*#**

Subject: Employment Lay-off due to Shutdown

With a heavy heart, I officially announce the decision to close down **#Company or BU or Dept Name#** on a permanent basis. We are experiencing much difficulty in staying afloat for the past **#struggle or loss period#** and I believe that it is now time to bring things to an end.

Since inception, we have crossed some significant milestones with this team, however, current circumstances do not allow us to continue working with the same fervour that we exhibited back then.

We truly appreciate your professionalism and loyalty to the organization and will be happy to offer all the support making this difficult last step as comfortable as possible.

**#Last Date of business#** will be our last operational day. As part of our retrenchment policy, you will be given a **#No. of days or months#** salary to support you until you find new employment. You may contact **#HR contact name#** for further details on this. We will keep your records with us and if in future we are able to re-establish ourselves, you will be our first choice for a similar position.

We do not consider this the end and we hope that you will be successful in everything that you do in future.

For **#\*companyname\*#**

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#Signing Authority Designation#

#Signing Authority Name#

Employee Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employee Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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