**BASIC TERMINATION NOTICE SAMPLE LETTER**

Dear ABC,

With regret, we have to inform you that you are being laid off from the job position of **(add job title)** effective from **(add date)** due to lack of funds and/or lack of work which has necessitated this layoff. The duration of layoff is indefinite and must be considered as permanent.

We assure you that your termination is not a reflection of your performance. We highly appreciate your contribution to this organization. Further, we’d be happy to write you a letter of recommendation.

We sincerely regret your current problems that have necessitated this layoff. We wish you the best of success in your future endeavors.

Sincerely,

(Name)
(Title)
(Signature)