

TEMPLATES

Layoff Email Template Pack

Copy-and-edit email templates for the conversations that follow a layoff — managers, references, network, recruiters, and clients.

1. Letting your manager know you appreciate them

Subject: Thank you Hi [Name], I want to thank you for the support you have shown me at [Company]. Even with today's news, I am grateful for the chance to have worked with you. I would love to stay in touch and would be honored to use you as a reference. — [Your name]

2. Asking a former colleague to be a reference

Subject: Quick favor Hi [Name], my role at [Company] was eliminated last week and I am beginning my next search. Would you be open to being a professional reference? I would share talking points and give you a heads-up before anyone reaches out. Either way, thanks for considering. — [Your name]

3. Reaching out to your network

Subject: A small update + a small ask Hi [Name], wanted to share that my role at [Company] was recently impacted. I am exploring [target roles] at [type of company]. If anyone in your network is hiring or knows someone I should meet, I would deeply appreciate an intro. — [Your name]

4. Following up with a recruiter

Subject: Following up on [Role] Hi [Recruiter], thank you for the conversation about [Role]. I wanted to reiterate my interest and share that I am available to move quickly on next steps. Happy to provide anything else helpful. — [Your name]

5. Notifying clients (if you are client-facing)

Subject: A quick personal note Hi [Client], I wanted to let you know that I am moving on from [Company]. It has been a real pleasure working with you. I would love to stay connected — here is my personal email and LinkedIn. — [Your name]