



TEMPLATE PACK · COMMUNICATION

Layoff Email Template Pack

Ready-to-send messages for the two weeks after separation — for former colleagues, managers, network contacts, recruiters, and referrers.

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Professionals in transition

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Template Pack · Communication

Layoff Email Template Pack

Ready-to-send messages for the two weeks after separation — for former colleagues, managers, network contacts, recruiters, and referrers.

How to use this pack

This pack contains twelve professional email and message templates covering the most common outbound communication a laid-off professional needs to send in the first two weeks. Each template is short by design — recruiters, hiring managers, and former colleagues reply to short messages at roughly three times the rate of long ones.

Every template follows the same five-sentence structure: greeting, one-sentence context, one-sentence ask, one-sentence why-you, low-friction close. Personalize the bracketed fields before sending. Do not send the same message to more than one person without editing at least one specific detail.

Read the notes under each template before sending. Small phrasing choices carry most of the reply-rate difference.

Template 01 · Announcing your search to your inner circle

Send this to the ten to fifteen people who know you well and would advocate for you. Personalized, one-to-one, not a broadcast.

Subject: A quick update — new chapter starting

Hi [Name],

Wanted to share a quick update: my role at [Company] was impacted by a broader restructuring last week. I am doing well, and I am now focused on [type of role] roles in [industry / focus area]. If anyone in your network is hiring or knows of a good fit, I would be grateful for an introduction — and either way, I would love to catch up soon. Thanks for having my back.

Notes

- Keep it under 90 words. Longer messages produce fewer replies and less action.

- Do not attach your resume to the first message. Send it in reply after they respond.
- Send one-to-one, not as a BCC blast. One-to-one converts to referrals ten times more often.

Template 02 · Reconnecting with a former colleague

Use for people you worked with directly in the last three to five years.

Subject: Long overdue hello

Hi [Name] — hope things are good at [current company]. It has been a while since we worked together at [former company]. My role there was impacted in the recent restructuring, and I am now focused on [role] opportunities in [industry]. I remembered how well you know the [target area] space and wondered if you would be open to a 15-minute call in the next two weeks. Totally understand if the timing is off — glad to see the work you are doing either way.

Notes

- Reference a specific memory or shared project if you can — it lifts reply rate meaningfully.
- Ask for time, not a job. The job conversation follows naturally on the call.
- Send ten of these in a week, thoughtfully written. Expect five replies and two calls.

Template 03 · Reaching out to a former manager (positive relationship)

Former managers are often your strongest referrers. Approach with respect for their time.

Subject: A quick ask

Hi [Name],

Hope you are well. As you may have heard, my role at [Company] was part of the recent restructuring. I am moving on to [type of role] roles in [industry] and would value your perspective — you always had a clear read on where the market was heading. Would you be open to a 20-minute call in the next two weeks? Happy to work around your schedule. Also, if it would ever be useful, I would be grateful to have you as a reference.

Notes

- Make the reference ask directly. Do not assume — most managers say yes when asked plainly.
- Confirm what your title and dates on the resume will be so their reference call matches.

Template 04 · Cold outreach to a hiring manager

Use after you have applied through the standard process. This is the message that converts an application into a real conversation.

Subject: Application for [Role] — a quick note

Hi [Name] — I saw the [Role] opening on your team and wanted to reach out directly. I spent the last [X] years leading [specific relevant work] at [Company], and the [specific aspect of the role] is exactly the kind of problem I want to work on next. I have applied through the standard process — if it is helpful, happy to send a short note on how I would approach the first 90 days. Either way, thanks for the work you are doing on [product / problem].

Notes

- Do not attach your resume. Offer the 90-day note as a follow-up if they respond.
- Do not open with a compliment. Open with the specific work you have done that maps to their problem.
- Send within 48 hours of applying, not weeks later.

Template 05 · Referral request (second-degree connection)

Warm referrals convert to interviews at roughly ten times the rate of cold applications. Use this template when you share a mutual contact with someone at a target company.

Subject: Introduced by [Mutual Name]

Hi [Name],

[Mutual Name] suggested I reach out. I am currently exploring [Role] opportunities and noticed [Company] has an opening on the [team]. Over the last [X] years I have [one-sentence why-you]. Would you be open to sharing what it is like on the team, or pointing me to the right person to speak with? Happy to work around your schedule.

Notes

- Get permission from the mutual contact before naming them. It is a small courtesy that protects the relationship.
- Follow up once, briefly, after seven days if you have not heard back. Then move on.

Template 06 · Recruiter outreach on LinkedIn

Sent to a recruiter whose posts or roles match your target profile.

Hi [Name] — I have been following your posts on [topic] and appreciate the way you cover this space. My last role as [title] at [Company] was impacted in the recent restructuring, and I am now focused on [role] opportunities in [industry]. If any of your current searches feel like a match, would love to be considered — happy to send a short summary of scope and outcomes. Either way, thanks for the visibility you provide.

Notes

- Reference something they have actually posted. Generic recruiter outreach gets deleted.
- Do not attach a resume in the first message. Wait for the reply.

Template 07 · Following up after an interview

Send within 24 hours of each round. Personalize to that specific interviewer, not the process.

Subject: Thank you — [Role] conversation

Hi [Name],

Thanks for the time today. The point you made about [specific thing they said — challenge, priority, or team dynamic] stuck with me, and it maps closely to what I did with [brief specific example, one sentence]. Looking forward to next steps.

Notes

- Three sentences. Longer notes underperform.
- Reference something specific — not "great chatting" but the actual sentence that stuck.
- Do not send the same note to every interviewer in the same loop. Each one gets a specific reference.

Template 08 · Post-coffee-chat follow-up

Send within 24 hours after any informational conversation. This is where casual conversations become durable connections.

Hi [Name] — thank you for the time yesterday. Two things came out of our conversation: your point about [specific insight] is going to change how I think about the next few weeks, and I am going to reach out to [person they mentioned]. I will keep you posted on how it lands. Grateful for the perspective.

Template 09 · Weekly network update (light-touch)

Send once a month to the ten people who are actively rooting for your search. Keeps the door open for referrals you would never have asked for directly.

Hi [Name] — quick update from my search. This month I [one concrete progress point], and I am currently focused on [role/industry]. If anyone comes to mind who I should talk to, I would love an intro. Otherwise, hope you are well — always good to hear from you when you have a minute.

Template 10 · Following up on a stalled process

Use once, seven to ten business days after your last update from the recruiter or hiring manager.

Hi [Name] — checking in on the [Role] process. Happy to answer any follow-up questions and looking forward to next steps whenever you have an update.

Notes

- One follow-up is professional. Three is anxious. If you do not hear back after two rounds of follow-up, the process has moved on.

Template 11 · Declining an offer gracefully

Companies remember how you declined. A good decline preserves the relationship for future opportunities.

Hi [Name] — thank you for the offer and for the time everyone on the team invested in me through this process. After careful consideration, I have decided to move forward with another opportunity that is a closer match for my next step. I am genuinely grateful for the conversation and hope our paths cross again. Wishing the team well on the search.

Template 12 · Accepting an offer

Send after you have received and reviewed the written offer, negotiated any changes, and made your decision.

Hi [Name] — thrilled to accept the offer for [Role] at [Company]. Thank you for the trust, and thanks to the team for the thoughtful process. Confirming a start date of [date]. Please let me know what you need from me for onboarding, and I will get everything back to you promptly.

Sending checklist before you hit send

- Every bracketed field replaced or removed.
- First name spelled correctly. Every time. Every one.
- Subject line under 45 characters.
- Message under 120 words.
- One specific reference to them or their work.
- One clear ask, or one clear next step.
- Signature includes your name, one-line title, and a link to your LinkedIn.

Cadence for a two-week rollout

Week one: five messages to your inner circle (Template 01), ten to former colleagues (Template 02), one to each former manager you trust (Template 03).

Week two: five cold outreaches to hiring managers (Template 04), five referral requests (Template 05), two recruiter outreaches (Template 06). Follow up on every warm reply from week one.

A steady 20 messages per week for four weeks consistently outperforms 100 messages in one week followed by silence.

Made by JobsBloom for professionals in transition. Share it with someone who could use it.