I wanted to call you all into a meeting to follow up regarding the layoffs that took place earlier today in our department. As you may know, two members of our department have been laid off. The company has provided the affected employees with a severance package and is working with them through this transition.

“Of course, no guarantees of job security can be given, but as far as we understand, there aren’t any other planned layoffs in our department at this time. I wanted to let you all know to allay any fears you might have about your own job security right now.

“We wish those laid off well, and we have treated them with the respect and dignity they deserve. I know I can count on your support in doing the same. I also want to remind you that if you get any reference-checking phone calls from prospective employers or headhunters, those calls are to be referred to me. I will in turn pass them along to human resources as per company policy. Note that the laid-off employees have been given copies of their last three performance evaluations, and they’re free to share those with prospective employers to demonstrate their strengths and areas for professional development.

“If there are no other questions, I thank you all for coming. I appreciate your patience and understanding, and I look forward to moving beyond this difficult period.”