

# Employment Termination Letter

[Your Company Name]

[Company Address]

[City, State, Zip Code]

[Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

We regret to inform you that due to recent operational changes within [Company Name], we have made the difficult decision to terminate your employment, effective [Termination Date]. This decision is not a reflection of your performance, but rather a necessary step in response to the evolving needs of our business.

You will receive your final paycheck, including any accrued vacation days, on your last day of employment. Our Human Resources department will provide you with information regarding your benefits and any other necessary forms.

We appreciate your contributions during your time at [Company Name] and wish you all the best in your future endeavors. Should you need any assistance during your job search, please do not hesitate to reach out.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Title]

[Company Name]