

[Your Company Letterhead]

[Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

We regret to inform you that due to restructuring within the organization, your position as [Employee's Job Title] will be terminated effective [Termination Date]. This decision was not made lightly and comes as part of our efforts to realign our resources and maintain company sustainability.

We want to thank you for your contributions during your time with us, and we will provide you with a severance package as outlined in our company policies. You will also be permitted to retain your benefits until [Benefits End Date].

Please reach out to [HR Representative's Name] at [Contact Information] if you have any questions regarding the termination process or your entitlements.

We appreciate your understanding during this difficult time and wish you the best in your future endeavors.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]