

[Your Company Letterhead]

[Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

## **Subject: Notification of Termination Due to Restructuring**

Dear [Employee's Name],

We regret to inform you that due to recent organizational restructuring, your position at [Company Name] will be terminated effective [Termination Date]. This decision was not made lightly and is necessary for the long-term sustainability of our business.

We appreciate your hard work and dedication during your time with us and want to assure you that this decision in no way reflects your performance or contributions. We are committed to supporting you through this transition, and we will provide you with [details on severance pay, benefits continuation, or outplacement services].

Please return any company property by your last working day. Your final paycheck will be processed according to our standard payroll schedule and will include any earned vacation or leave balances.

Thank you for your understanding during this challenging time. If you have any questions or need further assistance, please do not hesitate to contact [HR Contact Name] at [HR Contact Email/Phone].

Wishing you the best in your future endeavors.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]