

Employment Termination Letter

Date: [Insert Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

We regret to inform you that due to financial constraints faced by the company, we must terminate your employment with [Company Name] effective [Last Working Day]. This decision was not made lightly, and we have explored all possible alternatives before arriving at this conclusion.

We thank you for your contributions during your time with us, and we appreciate your understanding in this difficult situation. Your final paycheck, including any accrued vacation days and other benefits, will be provided on your last day of work.

If you have any questions regarding your termination or benefits, please feel free to reach out to [HR Contact Information].

We wish you all the best in your future endeavors.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Company Address]

[City, State, Zip Code]