

Involuntary 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 a recent restructuring in our organization, we must terminate your employment with [Company Name], effective [Last Working Day]. This decision is not a reflection of your performance, but rather a necessary adjustment to our current operational structure.

You will receive a severance package which includes [details of severance package, if applicable], as well as any accrued benefits. Our HR department will provide you with further information regarding your final paycheck and benefits.

We appreciate your contributions during your time at [Company Name] and wish you all the best in your future endeavors.

If you have any questions or need further assistance, please feel free to reach out to me directly or to our HR department.

Sincerely,

[Your Name] [Your Position] [Company Name] [Company Address] [City, State, Zip Code]