

# Termination Letter Due to Downsizing

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 recent downsizing efforts within [Company Name], your position as [Employee's Position] will be terminated effective [Termination Date]. This decision was not made lightly and is a result of the ongoing economic challenges facing our organization.

We appreciate your contributions to the company during your time here and are grateful for your hard work and dedication. We are committed to providing you with support throughout this transition.

You will receive your final paycheck, which includes payment for any unused vacation days. Additionally, you will be provided with information regarding your benefits and options for COBRA continuation coverage.

If you have any questions or need further assistance during this process, please do not hesitate to reach out to [HR Contact Name] at [HR Contact Phone Number] or [HR Contact Email].

We wish you all the best in your future endeavors.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Address]

[City, State, Zip Code]