

Involuntary Separation Announcement

Date: [Insert Date]

Dear Team,

We regret to inform you that due to [reason for involuntary separation, e.g., company restructuring, performance issues], [Employee's Name] will no longer be a part of our team effective [last working day, if applicable].

This decision was not made lightly and comes after careful consideration of all available options. We appreciate the contributions [Employee's Name] has made during their time with us, and we wish them the best in their future endeavors.

If you have any questions or need support during this transition, please reach out to [HR Contact Information].

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Position]

[Company Name]