

Termination Follow-Up Support Offer

Date: [Insert Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

We hope this message finds you well. As you are aware, your employment with [Company Name] has been terminated as of [Termination Date]. While this decision was not made lightly, we understand that transitions can be challenging.

To support you during this period, we would like to offer the following resources:

- Career counseling services to assist in your job search.
- Resume writing workshops scheduled for [dates].
- Access to our employee assistance program for emotional support.

If you would like to take advantage of any of these services or have any questions, please do not hesitate to reach out to [Contact Person] at [Contact Email] or [Contact Phone Number].

We sincerely wish you all the best in your future endeavors.

Warm regards,

[Your Name]

[Your Position]

[Company Name]

[Company Address]

[City, State, Zip Code]

[Contact Information]