

Franchise Unit Closure Notification

Date: [Insert Date]

To: [Franchisee Name]

Address: [Franchisee Address]

Dear [Franchisee Name],

We regret to inform you that after careful evaluation, we have made the difficult decision to close the [Franchise Location Name] unit due to ongoing operational inefficiencies. Despite our collective efforts to address these challenges, we have not seen the necessary improvements to sustain the business.

This decision is effective as of [Insert Closure Date]. We understand the impact this may have on you and your team, and we want to ensure that the transition is as smooth as possible.

Please arrange for the following steps to be taken:

- Finalize any outstanding transactions.
- Return all company property and materials by [Return Date].
- Schedule an exit meeting to discuss final procedures.

We appreciate your dedication and hard work during your time as a franchisee. Should you have any questions or need assistance during this transition, please do not hesitate to reach out to us.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]