

# Notice of Franchise Unit Closure

Date: [Insert Date]

Dear [Employee's Name],

We regret to inform you that due to [reason for closure], our franchise unit located at [location] will be closing effective [closure date]. As a result, we must proceed with staff reductions.

Your contributions to the team have been greatly appreciated, and this decision was not made lightly. We understand the impact of this closure on you and your colleagues.

We are committed to supporting you during this transition. We will provide you with [details on severance, support services, etc.].

Please feel free to reach out to [Contact Person] at [Contact Information] for any questions or support you may need during this time.

Thank you for your dedication and hard work during your time with us.

Sincerely,

[Your Name]

[Your Position]

[Franchise Name]