

Notice of Franchise Unit Closure

Date: [Insert Date]

Dear [Franchisee's Name],

We hope this message finds you well. We are writing to inform you of an important strategic decision regarding the operations of our franchise network.

After careful consideration and analysis of our current business landscape, we have decided to close the [Location/Unit Name] franchise unit effective [Closure Date]. This decision is part of our broader strategic realignment plan aimed at enhancing our overall effectiveness and ensuring sustainable growth moving forward.

We understand that this may come as a difficult announcement, and we sincerely appreciate your dedication and efforts in operating this franchise unit. We are committed to supporting you during this transition and will provide assistance in terms of final inventory clearance, employee support, and any other necessary resources.

We value your partnership and hope to maintain a positive relationship moving forward. If you have any questions or require further information, please do not hesitate to reach out to us at [Contact Information].

Thank you for your understanding and cooperation.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Contact Information]