Business Unit Closure Notification

Date: [Insert Date]

To: [Recipient Name]

[Recipient Position]

[Company Name]

[Company Address]

Dear [Recipient Name],

We are writing to inform you that, after careful consideration, [Company Name] has made the difficult decision to close the [Business Unit Name] effective [Closure Date]. This decision comes as a result of [brief reason for closure, e.g., shifting market conditions, financial constraints, etc.].

We want to express our gratitude for your support and collaboration during the operation of this business unit. We appreciate the hard work and dedication of our employees and the loyal customers who have been part of our journey.

For any inquiries regarding this closure or any ongoing projects, please do not hesitate to reach out to us at [Contact Information]. We are committed to facilitating a smooth transition and addressing any concerns you may have.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Contact Information]