

# Operational Unit Wind-Down Notice

Date: [Insert Date]

To: [Employee/Team Name]

From: [Your Name/Position]

Subject: Notice of Operational Unit Wind-Down

Dear [Employee/Team Name],

We regret to inform you that due to [reason for wind-down], we will be initiating the wind-down of the [Name of Operational Unit]. This decision has not been made lightly, and we appreciate the dedication and hard work each of you has contributed to our goals.

The wind-down process will begin on [start date] and is expected to conclude by [end date]. During this time, we will ensure that all employees are supported through this transition, and we will communicate any pertinent details regarding severance, benefits, and available resources shortly.

We encourage you to reach out to [HR contact/Manager] with any questions or concerns you may have during this time.

Thank you for your understanding and professionalism throughout this process.

Sincerely,

[Your Name]

[Your Position]

[Company Name]