

# Notice of Company Closure

Date: [Insert Date]

Dear [Employee/Stakeholder Name],

We regret to inform you that due to unforeseen circumstances, [Company Name] will be closing its operations effective immediately. This decision was not made lightly, and we understand the impact it may have on our employees and stakeholders.

We appreciate the hard work and dedication you have shown during your time with us. In the coming days, we will provide further details regarding final paychecks and any benefits you may be entitled to.

If you have any questions or need assistance, please do not hesitate to reach out to [Contact Information]. We thank you for your understanding during this difficult time.

Sincerely,

[Your Name]

[Your Position]

[Company Name]