

Dismissal Letter Due to Organizational Closure

Date: [Insert Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

We regret to inform you that due to the recent organizational closure, your position with [Company Name] will be terminated effective [Termination Date]. This decision was not made lightly and is a result of [brief explanation of the closure reasons].

Your final paycheck, including any accrued vacation days, will be processed and sent to you by [Insert Payment Date]. We also encourage you to reach out to our Human Resources department for information on benefits and assistance during this transition period.

We appreciate your contributions during your time with us and wish you the best in your future endeavors.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Address]

[City, State, Zip Code]