

# Employment Termination Letter

Date: [Insert Date]

Employee Name: [Insert Employee Name]

Employee Address: [Insert Employee Address]

Dear [Employee Name],

We regret to inform you that due to the recent closure of [Company Name], your employment with us will be terminated effective [Insert Termination Date]. This decision has not been made lightly and is a result of [briefly explain reasons for closure, e.g., economic challenges, market changes].

Please know that we appreciate your hard work and dedication during your time with us. To assist you during this transition, we will provide you with [outline any severance packages, support, or benefits that will be offered].

If you have any questions or need further assistance, please do not hesitate to contact [HR Contact Information].

Thank you for your contributions to [Company Name]. We wish you the best in your future endeavors.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Company Address]