

Employment Termination Letter

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 closure of [Company Name], your employment with us will be terminated effective [Last Working Day]. This decision is a result of [briefly explain reason, e.g., economic conditions, business restructuring].

We appreciate your contributions during your time with us, and we are committed to providing you with support during this transition. You will receive your final paycheck, including payment for any unused vacation days, in accordance with company policy.

If you have any questions regarding your benefits or final paycheck, please feel free to reach out to [HR Contact Information].

Thank you for your understanding during this difficult time.

Sincerely,

[Your Name]

[Your Position]

[Company Name]