

# Job Termination Letter

[Your Company Letterhead]

[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 [termination date]. This decision was made as a result of [brief reason for closure, e.g., economic factors, market changes].

We appreciate your hard work and dedication during your time with us. We are committed to providing you with support during this transition. You will receive your final paycheck along with [any severance, benefits information, etc.].

If you have any questions or need further assistance, please feel free to reach out to [HR contact information].

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

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Company Phone Number]