

Termination of Employment

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 permanent shutdown of [Company Name], your employment will be terminated effective immediately as of [Insert Termination Date]. This decision was not made lightly, and we appreciate the contributions you have made during your time with us.

As a result of this termination, you will receive your final paycheck, including any accrued vacation pay, by [Insert Payment Date]. We will also provide you with information regarding your benefits and any other necessary exit procedures.

We thank you for your hard work and dedication to [Company Name] and wish you the best in your future endeavors.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Contact Information]