

[Your Company Letterhead]

[Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

We regret to inform you that as part of our ongoing efforts to streamline operations and adapt to the current market conditions, we have made the difficult decision to downsize our workforce. Unfortunately, this means we must terminate your employment with [Company Name], effective [Last Working Day, e.g., MM/DD/YYYY].

This decision was not made lightly and reflects the broader economic challenges rather than your individual performance. We deeply appreciate the contributions you have made during your time with us.

You will receive your final paycheck, including any accrued vacation pay, by [Payment Date]. Additionally, you will be eligible for [details about severance package, if applicable].

We encourage you to reach out to [HR Contact Name] at [HR Contact Number] or [HR Contact Email] for assistance with your transition and any questions regarding your benefits.

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

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Company Phone Number]