

Field Service Termination Notice

Date: [Insert Date]

To: [Employee's Name]

[Employee's Address]

Dear [Employee's Name],

We regret to inform you that due to recent organizational restructuring within [Company Name], we must terminate your field service position effective [Termination Date]. This decision was not made lightly, and reflects the current strategic direction of our organization.

We appreciate your contributions during your time with us and understand that this news may be unexpected. Our HR department will reach out to you to discuss your final paycheck, benefits, and any support we can offer during your transition.

If you have any questions or need further clarification, please do not hesitate to contact us.

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

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Contact Information]