

Project-Based Job Termination Notice

Date: [Insert Date]

To: [Employee's Name]

Position: [Employee's Position]

Department: [Employee's Department]

Dear [Employee's Name],

We regret to inform you that due to organizational restructuring, your position as [Employee's Position] is being terminated effective [Insert Termination Date]. This decision was not made lightly and is part of a broader effort to realign our project objectives.

We appreciate the contributions you have made during your tenure and recognize the challenges this news may bring. [Optional: Include any support or next steps, such as severance packages or assistance with job placement services.]

Thank you for your understanding and cooperation during this transition. We wish you all the best in your future endeavors.

Sincerely,

[Your Name]

[Your Position]

[Company Name]