

# Job Loss Notification

Date: [Insert Date]

To: [Employee Name]

Address: [Employee Address]

Dear [Employee Name],

We regret to inform you that due to [reason for job loss, e.g., company restructuring, financial difficulties], your position as [Employee's Job Title] will be eliminated, effective [last working day]. This decision was not made lightly and comes after careful consideration of all available options.

You will receive your final paycheck, including any accrued vacation or paid time off, on your last working day. Our HR department is available to discuss your eligibility for any severance packages and benefits continuation.

We appreciate your contributions to [Company Name] and wish you the best in your future endeavors. Please reach out if you have any questions or need assistance during this transition.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Company Contact Information]