

# Letter of Employment Opportunity Cessation

Date: [Insert Date]

To: [Employee's Name]

Address: [Employee's Address]

City, State, Zip: [Employee's City, State, Zip]

Dear [Employee's Name],

We regret to inform you that your employment opportunity at [Company Name] will be ceasing effective [Last Working Day]. This decision has been made due to [brief reason for cessation, e.g., organizational changes, budget constraints, etc.].

We appreciate your contributions during your time with us and wish you the best in your future endeavors. Please feel free to reach out if you need any assistance with the transition during this period.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Company Address]

Contact: [Your Contact Information]