

# Position Closure Announcement

Dear [Employee's Name],

We regret to inform you that your position as [Job Title] at [Company Name] will be closing effective [Closure Date]. This decision was made after careful consideration of our current business needs.

We appreciate your contributions to the team and will provide you with [Details about severance, support, etc.]. Please feel free to reach out to [HR Contact Name] at [HR Contact Information] if you have any questions or need further assistance.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Date]