

Termination Notice

Date: [Insert date]

To: [Employee Name]

Position: [Employee Position]

[News Outlet Name]

[News Outlet Address]

Dear [Employee Name],

We regret to inform you that your employment with [News Outlet Name] will be terminated effective [Insert termination date]. This decision has been made after careful consideration and follows our organizational changes.

Please return any company property by your last working day. Your final paycheck will include payment for all accrued vacation days and any outstanding wages.

We appreciate your contributions during your time with us and wish you the best in your future endeavors.

Sincerely,

[Your Name]

[Your Position]

[News Outlet Name]