

Important Announcement: Company Liquidation

Date: [Insert Date]

Dear [Employee's Name or Team],

We regret to inform you that after careful consideration and extensive evaluation, [Company Name] has made the difficult decision to initiate a liquidation process. This decision has not come easily, and we acknowledge the impact it will have on all of our dedicated employees.

Effective immediately, we will begin the process of winding down operations. The decision to liquidate our business is due to [briefly state reasons, e.g., financial difficulties, market conditions, etc.].

We want to assure you that we are committed to ensuring that the transition is handled as smoothly as possible. We will be providing support to you during this challenging time, including:

- Severance packages as per company policy
- Assistance with job placement services
- Access to counseling and support services

We understand that you may have many questions. We will hold an information session on [insert date and time] to address your concerns and provide further details regarding the process ahead.

Thank you for your hard work and dedication to [Company Name]. It has been a privilege working alongside you.

Sincerely,

[Your Name]

[Your Position]

[Company Name]