

Employment Transition Notice

Date: [Insert Date]

To: [Employee's Name]

[Employee's Address]

Dear [Employee's Name],

We are writing to formally notify you of your employment transition, effective [Insert Effective Date]. This decision comes as part of our ongoing efforts to realign our workforce with our strategic goals.

Your final working day will be [Insert Final Working Day]. Please ensure that all outstanding duties are completed by this date.

We appreciate your contributions during your time at [Company Name] and wish you the best in your future endeavors. If you have any questions regarding this transition, please do not hesitate to reach out.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Company Address]