

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Employee's Name]

[Employee's Position]

[Company Name]

[Company Address]

[City, State, Zip Code]

Subject: Employment Termination Notice

Dear [Employee's Name],

We regret to inform you that due to circumstances beyond our control, we have made the difficult decision to terminate your employment with [Company Name], effective [Last Working Day, Date].

This decision is a result of [briefly explain circumstances, e.g., company downsizing, loss of funding, etc.]. Please understand that this decision was not made lightly and is based purely on the current situation faced by the company.

We value the contributions you have made during your time with us, and we are grateful for your hard work and dedication. As per your employment agreement, we will provide you with [details regarding final paycheck, benefits, etc.].

If you have any questions or require further assistance, please do not hesitate to reach out to [HR contact name or department]. We wish you all the best in your future endeavors.

Sincerely,

[Your Name]

[Your Position]

[Company Name]