

Job Termination Letter

Date: [Insert Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

We regret to inform you that your position at [Company Name] will be terminated effective [Termination Date] due to company downsizing. This decision was not made lightly and is a result of necessary measures to address current economic conditions.

We appreciate the contributions you have made during your time at [Company Name] and want to ensure you have the support you need during this transition. You will receive a severance package that includes [details of severance package]. Additionally, we will provide assistance with job placement services.

Please feel free to reach out to HR at [HR Contact Information] if you have any questions or require further assistance.

Thank you for your service to [Company Name], and we wish you the best in your future endeavors.

Sincerely,

[Your Name]

[Your Position]

[Company Name]