

# Letter of Staff Removal

Date: [Insert Date]

To: [Employee's Name]

Position: Exhibit Manager

Dear [Employee's Name],

We regret to inform you that, effective [Insert Effective Date], your position as Exhibit Manager at [Museum Name] will be terminated.

This decision has been made after careful consideration and is based on [briefly state reason, if appropriate, e.g., organizational restructuring, performance issues, etc.].

You are requested to return all Museum property and complete any outstanding tasks before your departure. Your final paycheck, including [any relevant details regarding severance, benefits, etc.], will be provided to you in accordance with our standard procedures.

We appreciate your contributions during your time at [Museum Name] and wish you the best in your future endeavors.

Sincerely,

[Your Name]

[Your Position]

[Museum Name]

[Contact Information]