

Termination of Employment

Date: [Insert Date]

Employee Name: [Insert Employee Name]

Employee Address: [Insert Employee Address]

Dear [Employee Name],

We regret to inform you that due to company restructuring, we are forced to terminate your employment with [Company Name], effective [Insert Termination Date]. This decision was not made lightly and follows a thorough review of our current organizational needs.

We appreciate the dedication and contributions you have made during your time with us. Your skills and efforts have been valued, and this decision reflects broader business changes rather than your performance.

You will receive your final paycheck, including any accrued vacation or untaken leave, in accordance with state law. Please return any company property by your last working day.

If you have any questions regarding your benefits or the transition process, please feel free to reach out to the HR team at [HR Contact Information].

We wish you all the best in your future endeavors.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Address]