

Termination of Employment Notice

[Your Company Letterhead]

[Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

We regret to inform you that due to downsizing within our organization, we must terminate your employment with [Company Name]. This decision is effective as of [Last Working Day, e.g., two weeks from the date of the letter].

Your contributions to the team have been valued, and this decision is not a reflection of your performance. It is purely a necessary business decision to ensure the company's long-term viability.

Details regarding your final paycheck, benefits, and any other pertinent information will be provided to you by [HR Contact or Department].

We appreciate your efforts during your tenure with us and wish you the best in your future endeavors. Please feel free to reach out if you need assistance or have questions regarding this process.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]