Notice of Termination of Service Arrangement

Date: [Insert Date]

[Employee Name]

[Employee Address]

[City, State, Zip Code]

Dear [Employee Name],

We regret to inform you that due to recent business restructuring, we must terminate your service arrangement with [Company Name]. This decision has been made following careful consideration and is effective as of [Effective Date].

We appreciate your contributions during your time with us and would like to offer our support during this transition. You will receive a final paycheck that includes all outstanding payments up to the termination date, as well as any accrued vacation days.

Please arrange a meeting with [HR Contact Name] before your last day to discuss any questions you may have and to initiate the offboarding process.

Thank you for your understanding, and we wish you the best in your future endeavors.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Contact Information]