

[Your Name]
[Your Title]
[Company Name]
[Company Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]

[Date]

[Employee's Name]
[Employee's Title]
[Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Employee's Name],

We regret to inform you that due to a recent reassessment of our budget, we are unable to continue your employment with [Company Name]. This decision was not made lightly and is a direct result of ongoing financial constraints that the company is currently facing.

Your last day of employment will be [Last Working Day]. We appreciate your contributions during your time at [Company Name] and wish you the best in your future endeavors.

Please contact [HR Contact Name] at [HR Contact Information] should you have any questions regarding your final paycheck or benefits.

Thank you for your understanding.

Sincerely,
[Your Name]
[Your Title]