

Termination of Employment

Date: [Insert Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

We regret to inform you that due to ongoing economic challenges, we have made the difficult decision to terminate your employment with [Company Name], effective [Effective Date]. This decision was not made lightly and comes as a result of our need to reduce operational costs.

We want to take this opportunity to express our sincere gratitude for your hard work and dedication during your time with us. Your contributions have been greatly valued, and this decision is purely a reflection of the current economic circumstances.

You will receive your final paycheck, which includes all outstanding payments, and information regarding your benefits will be provided to you shortly. Please do not hesitate to reach out to our HR department for any assistance you may need during this transition.

We wish you all the best in your future endeavors.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Company Address]

[City, State, Zip Code]