

Termination Letter Due to Budget Reduction

Date: [Insert Date]

[Employee Name]

[Employee Address]

[City, State, Zip Code]

Dear [Employee Name],

We regret to inform you that due to unforeseen budget reductions, we have made the difficult decision to terminate your employment with [Company Name], effective [Termination Date]. This decision was not made lightly, and we appreciate your contributions during your time with us.

Your final paycheck will include any outstanding wages and accrued vacation days, and you will receive information about your benefits and options for continuation.

We thank you for your understanding and wish you the best in your future endeavors.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Company Address]

[City, State, Zip Code]