

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 recent cost-cutting measures, we must terminate your employment with [Company Name], effective [Termination Date]. This decision was not made lightly and is primarily due to the financial constraints that the company is currently facing.

Your contributions during your time with us have been greatly appreciated, and we are grateful for your hard work and dedication. Please be assured that this decision is not a reflection of your performance.

You will receive your final paycheck, which will include any accrued vacation time, and information regarding your benefits under COBRA will be provided shortly.

We wish you all the best in your future endeavors.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Company Address]

[City, State, Zip Code]