

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

We regret to inform you that due to ongoing financial constraints faced by [Your Company Name], we have made the difficult decision to terminate your employment effective [Last Working Day, e.g., two weeks from the date above].

This decision was not made lightly, and we want to express our sincere appreciation for your dedication and contributions during your time with us. Unfortunately, the current economic situation has necessitated this step to ensure the viability of the company.

You will receive your final paycheck, including any accrued vacation days, on your last day of work. Our HR department will provide further information regarding your benefits and any necessary paperwork.

If you have any questions or need assistance during this transition, please do not hesitate to reach out.

We wish you all the best in your future endeavors.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]