

[Your Name]

[Your Title]

[Your Company]

[Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Employee's Name]

[Employee's Title]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

We regret to inform you that, due to ongoing budgetary pressures, we have made the difficult decision to terminate your employment with [Company Name], effective [Last Working Day, e.g., two weeks from the date of this letter].

This decision was not made lightly, and we appreciate your valuable contributions during your time with us. We encourage you to apply for any future openings that may arise as the company evolves.

Please arrange a meeting with [HR/Your Supervisor] to discuss the transition process and any questions you may have regarding your final paycheck and benefits.

Thank you for your understanding during this challenging time. We wish you all the best in your future endeavors.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Position]