

Termination Letter Due to Financial Restructuring

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 significant financial restructuring within [Company Name], we are forced to make difficult decisions affecting our workforce. After careful consideration, we have determined that your position as [Employee's Job Title] will be terminated, effective [Last Working Day, e.g., two weeks from the date above].

This decision is purely based on the current financial circumstances and does not reflect your performance or contributions to the company, which we value greatly.

You will receive your final paycheck, including any accrued paid time off, and a detailed explanation of your benefits options under COBRA. Our HR department is available to assist you with any questions regarding your final compensation or benefits.

We appreciate your hard work and dedication during your time with us, and we wish you success in your future endeavors.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Company Address]

[City, State, Zip Code]