

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 your employment with [Company's Name] will be terminated effective [Insert Termination Date]. This decision is due to recent changes in our resource allocation strategy, which have necessitated a restructuring of certain positions within the company.

This decision was not made lightly, and we sincerely appreciate the contributions you have made during your time with us. Your efforts have positively impacted our team and organization, and we are grateful for your hard work and dedication.

You will receive a final paycheck, including any outstanding vacation or leave balances, in accordance with company policy. Additionally, we will provide you with information regarding your benefits and any options available to you moving forward.

If you have any questions regarding this decision or your final pay, please do not hesitate to contact [HR Contact Name] at [HR Contact Phone or Email].

We wish you all the best in your future endeavors.

Sincerely,

[Your Name]

[Your Job Title]

[Company's Name]