

Termination of Employment Due to Fiscal Limitations

[Your Company Letterhead]

[Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

We regret to inform you that due to recent fiscal limitations and the ongoing financial challenges faced by [Company Name], we have made the difficult decision to terminate your employment, effective [Last Working Day].

This decision was not made lightly, and it reflects the overall financial conditions of our organization rather than your performance, which we have greatly appreciated.

You will receive all due compensation, including any accrued vacation days and benefits, as stipulated in your employment contract. Our HR department will provide you with further details regarding your final paycheck and benefits.

We appreciate your contributions to [Company Name] and wish you the best in your future endeavors. If you need any assistance or references for your job search, please do not hesitate to reach out.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Company Contact Information]