

Employment Termination Notice

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 staff reduction, your employment with [Company Name] will be terminated effective [Last Working Day]. This decision was made after careful consideration and is necessary to ensure the ongoing viability of our organization.

We appreciate your contributions during your time with us and wish you all the best in your future endeavors. You will receive your final paycheck, including any accrued vacation and benefits, in accordance with company policy.

If you have any questions or need further information, please do not hesitate to reach out.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Contact Information]