

# 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 due to necessary company restructuring, your position at [Company Name] will be terminated, effective [Effective Date]. This decision was not made lightly and is part of an overall strategy to improve our operational efficiencies.

We greatly appreciate your contributions during your time with us and will support you during this transition. You will receive a severance package in accordance with company policy, and our HR department will provide you with information regarding your final paycheck, benefits, and any other related matters.

Please feel free to reach out to [HR Contact Name] at [HR Contact Email/Phone] should you have any questions or require further assistance.

We wish you all the best in your future endeavors.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Address]