

Termination Notice

Date: [Insert Date]

[Employee Name]

[Employee Address]

[City, State, Zip Code]

Dear [Employee Name],

We regret to inform you that due to company restructuring, your position at [Company Name] will be terminated effective [Last Working Day, e.g., "two weeks from today"]. This decision is a result of our ongoing efforts to improve operational efficiency and adjust to the market conditions.

Your contributions have been valued, and this decision in no way reflects your performance. We appreciate your hard work and dedication during your time with us.

As part of the termination process, you will receive [details on severance pay, benefits, etc.], and we encourage you to reach out to our HR department for information regarding your final paycheck and any other questions you may have.

We wish you all the best in your future endeavors.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Company Address]

[City, State, Zip Code]