

# Termination Letter

Date: [Insert Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

We are writing to formally notify you of the termination of your employment with [Company Name], effective [Termination Date]. This decision is the result of a recent review of our operational processes aimed at enhancing efficiency and productivity.

During this review, it was determined that your current role is no longer aligned with the direction in which the company is moving. This strategic shift is to improve overall workflow and effectiveness within our teams.

We appreciate your contributions to the company during your tenure. Your final paycheck, including any accrued vacation time, will be processed and sent to you in accordance with our company policy.

If you have any questions regarding your final paycheck or benefits, please do not hesitate to reach out to our HR department.

We wish you the best in your future endeavors.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Address]

[City, State, Zip Code]