

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 your employment with [Company Name] will be terminated effective [Effective Date]. This decision has been made as a consequence of our recent business transformation initiatives that have necessitated restructuring within the company.

We appreciate your contributions during your time with us and wish to express our gratitude for your dedication and hard work. Unfortunately, as we transition into a new phase of our business strategy, we must make difficult decisions to align our workforce accordingly.

Please contact the HR department to discuss the next steps, including your final paycheck, benefits, and any support we can provide during this transition.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Contact Information]