

# Termination Letter Due to Departmental Reorganization

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 a recent reorganization within the [Department Name], your position as [Job Title] will be terminated effective [Termination Date]. This decision was made after a thorough review of our organizational structure and business needs.

We want to acknowledge the contributions you have made during your time with us and appreciate your dedication to the team. Unfortunately, the changes implemented are necessary for the future success of the company.

You will receive your final paycheck, including any accrued vacation pay, on your last working day. We will also provide information regarding your benefits and the process for your transition.

If you have any questions or would like to discuss this further, please do not hesitate to reach out to [Contact Person/Title] at [Contact Information].

Thank you for your understanding and for your hard work during your tenure with [Company Name]. We wish you all the best in your future endeavors.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Company Address]

[City, State, Zip Code]