

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 recent budgetary adjustments, we must terminate your employment with [Company Name], effective [Last Working Day].

This decision was not made lightly, and we appreciate your contributions during your time with us. Unfortunately, these financial constraints have left us with no choice but to reduce our workforce.

We will provide you with your final paycheck, including any accrued vacation and benefits, in accordance with company policy. Please arrange a meeting with HR to go over the details and next steps.

Thank you for your dedication and service to the company. We wish you the best in your future endeavors.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Address]

[City, State, Zip Code]