

# Termination of Employment

[Your Company Letterhead]

[Date]

[Employee's Name]

[Employee's Address]

Dear [Employee's Name],

We regret to inform you that, due to operational realignment within our company, we must terminate your employment effective [Last Working Day]. This decision is part of a broader strategy to streamline our operations and enhance overall efficiency.

Your contributions to [Company Name] have been valued and appreciated. This decision is based purely on business needs and not on your performance or abilities.

You will receive your final paycheck on your last day of employment, which will include payment for any unused vacation days. Additionally, information regarding your benefits will be provided separately.

If you have any questions about this process or require further assistance, please feel free to reach out to [HR Contact Information].

Thank you for your understanding, and we wish you the best in your future endeavors.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]