

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 as of [termination date], your employment with [Company Name] will be terminated due to changes in our business priorities.

This decision was not made lightly, and we truly appreciate the contributions you have made during your time with us. We encourage you to reach out to us for assistance during your transition.

Your final paycheck will include any outstanding wages, vacation pay, and benefits owed to you. You will also receive information regarding your benefits and rights after termination.

Thank you for your efforts and dedication to [Company Name]. We wish you the best in your future endeavors.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Address]

[City, State, Zip Code]