

Termination Letter Due to Company Restructuring

[Your Name]

[Your Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

[Email]

[Phone Number]

[Date]

[Employee Name]

[Employee Title]

[Employee Address]

[City, State, Zip Code]

Dear [Employee Name],

We regret to inform you that due to ongoing company restructuring, we must terminate your employment with [Company Name] effective [Last Working Day, e.g., two weeks from today]. This decision was not made lightly and reflects the changing needs of our organization.

Your contributions to [Company Name] have been valued, and we sincerely appreciate your hard work and dedication during your tenure. We will provide you with a severance package that includes [details of severance, if applicable], as well as assistance in your job search as part of our efforts to support you during this transition.

Please schedule a meeting with [HR Contact Name] to discuss the details of your termination, the severance package, and any final paperwork that needs to be completed.

Should you have any questions or require further assistance, please do not hesitate to reach out.

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

Sincerely,

[Your Name]

[Your Title]

[Company Name]