

Termination of Employment

Dear [Employee's Name],

We regret to inform you that due to ongoing efforts to optimize our workforce, we must terminate your employment with [Company Name], effective [Termination Date].

This decision was made after careful consideration and is part of our strategy to ensure long-term sustainability and efficiency within the organization.

You will receive your final paycheck, including any unused vacation days, on your last working day. Please ensure that all company property is returned by this date.

We appreciate your contributions during your time with us and wish you the best in your future endeavors.

Sincerely,

[Your Name]

[Your Position]

[Company Name]