

Termination of Employment

Date: [Insert Date]

To: [Employee's Name]

Address: [Employee's Address]

Dear [Employee's Name],

We regret to inform you that due to recent strategic shifts in our organization, we must terminate your employment with [Company Name], effective [Last Working Day]. This decision was not made lightly, but after careful consideration of our evolving business needs.

Your contributions have been valued during your time with us, and we appreciate your dedication and hard work. Please know that this decision reflects the direction the company is heading rather than your individual performance.

We will be providing you with a severance package as outlined in the company policy, and our HR department will assist you with the transition and any questions regarding your benefits.

If you have any personal belongings to collect, please coordinate with your manager to ensure a smooth process.

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

Sincerely,

[Your Name]

[Your Title]

[Company Name]