

# Termination Letter

Date: [Insert Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

We regret to inform you that due to the recent merger between [Company A] and [Company B], we are restructuring our operations. As a result, your position as [Job Title] will be terminated effective [Termination Date].

This decision was not made lightly, and we greatly appreciate the contributions you have made during your tenure with us. Unfortunately, the new organizational structure does not allow for your position to be retained.

You will receive your final paycheck, including any accrued vacation days and benefits you are entitled to up until your termination date. Our HR department will provide you with further details regarding your benefits and the exit process.

If you have any questions or require assistance during this transition, please do not hesitate to contact our HR department at [HR Contact Information].

We wish you the best of luck in your future endeavors.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Company Address]

[City, State, Zip Code]