

Contract Termination Notice

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 recent organizational restructuring, we are compelled to terminate your employment with [Company Name], effective [Last Working Day, e.g., 30 days from the date of this letter].

This decision was not made lightly and reflects the current strategic needs of our organization. We appreciate your contributions during your time with us and recognize the effort and dedication you have shown in your role.

We will provide you with your final paycheck, including any accrued vacation and benefits, in accordance with company policy. Additionally, please feel free to reach out to [HR Contact Information] should you have any questions regarding this process or your final compensation.

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

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Address]

[Contact Information]