

Job Termination Letter

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Subject: Termination of Employment

Dear [Employee's Name],

We regret to inform you that your position at [Company Name] will be terminated effective [Date]. This decision is due to a company-wide restructuring that has resulted in redundancies.

We appreciate your contributions during your time at our company, and we understand this news may be difficult to receive. We will do our best to support you through this transition. Your final paycheck, including any accrued vacation time, will be provided to you on your regular payday.

If you have any questions or require further assistance, please do not hesitate to reach out to [Contact Person's Name] at [Contact Person's Email/Phone Number].

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

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]