

# Termination of Employment

[Your Company Name]

[Company Address]

[City, State, Zip Code]

[Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

We regret to inform you that due to unforeseen circumstances, your position as [Job Title] has been eliminated as part of a restructuring process. This decision is not a reflection of your performance, which has been valued and appreciated.

Your last day of employment will be [Last Working Day]. You will receive your final paycheck, including any unused vacation days and other applicable benefits in accordance with company policy.

We encourage you to reach out to our Human Resources department to discuss your options regarding health insurance continuation and any other benefits you may be entitled to during this transition.

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

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]