

# Operational Restructuring Termination Letter

Date: [Insert Date]

To: [Team Lead's Name]

Position: [Team Lead's Position]

Department: [Department Name]

Dear [Team Lead's Name],

We are writing to inform you about the recent operational restructuring within our organization, which has led to difficult, but necessary decisions regarding our team structure. After careful consideration, we regret to notify you that your position is being terminated effective [insert termination date].

This decision was made to align our operations with our current business objectives and to ensure the long-term sustainability of our organization. We deeply appreciate the effort, dedication, and contributions you have made during your time with us.

As part of the termination process, you will receive information regarding your final paycheck, benefits, and any entitlements you may have. Our HR team is available to assist you with the transition and answer any questions you may have.

We want to thank you for your leadership and the positive impact you have made on your team. We wish you all the best in your future endeavors.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]