

Important Announcement: Termination of Remote Position

Dear [Employee's Name],

We regret to inform you that your remote position with [Company Name] will be terminated effective [Termination Date].

This decision was made after careful consideration and aligns with our current business needs.

We appreciate your contributions and wish you the best in your future endeavors.

If you have any questions or need further assistance during this transition, please feel free to reach out.

Best regards,

[Your Name]

[Your Position]

[Company Name]