

Termination of Employment Due to Business Restructuring

[Your Company Letterhead]

[Date]

[Employee's Name]

[Employee's Address]

Dear [Employee's Name],

We regret to inform you that due to recent business restructuring, we have made the difficult decision to terminate your employment with [Company Name], effective [Last Working Day, e.g., two weeks from the date of this letter].

This decision was not made lightly and reflects our need to realign our operations for future growth. We value your contributions during your time with us and appreciate your commitment to [Company Name].

You will receive all outstanding salary due to you, along with any accrued vacation pay. Please ensure that you return all company property before your final day of employment.

We wish you all the best in your future endeavors and appreciate your understanding during this transition.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Contact Information]