

# Employee Termination Letter

Date: [Insert Date]

To: [Employee Name]

[Employee Address]

[City, State, Zip Code]

Dear [Employee Name],

We regret to inform you that, due to a recent company-wide downsizing, your position with [Company Name] will be terminated effective [Termination Date]. This decision was not made lightly and is driven by the need to align our workforce with the current economic demands.

Your final paycheck, including any unused vacation days, will be processed and sent to you as per our company policy. We encourage you to review your benefits and get in touch with our HR department for any questions regarding your severance and future health insurance options.

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

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Company Contact Information]