

Employment Termination Letter

Date: [Insert Date]

[Employee Name]

[Employee Address]

[City, State, Zip Code]

Dear [Employee Name],

We regret to inform you that, due to ongoing budget cuts and financial constraints within our organization, we have to terminate your employment effective [Insert Termination Date]. This decision was not made lightly, and we understand the impact it has on you.

We appreciate the contributions you have made during your time with us, and we are grateful for your commitment and hard work. Unfortunately, we have exhausted all other options to retain staff and ensure the stability of our operations.

Please return any company property by your final working day. Your final paycheck, including any accrued vacation or benefits, will be processed as per company policy.

If you have any questions or need assistance during this transition, feel free to reach out. We wish you all the best in your future endeavors and hope you find success in your next steps.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Company Address]

[City, State, Zip Code]