

Job Loss Notification

Dear [Employee's Name],

We regret to inform you that due to the recent company downsizing, your position as [Job Title] will be terminated effective [Termination Date]. This decision was not made lightly and reflects the current economic circumstances we are facing.

We want to express our sincere gratitude for your contributions to [Company Name] during your tenure. We value your hard work and dedication.

As part of your exit process, you will receive information regarding your final paycheck, benefits, and any available resources to assist you during your transition.

If you have any questions or need further assistance, please do not hesitate to reach out.

Sincerely,

[Your Name]
[Your Job Title]
[Company Name]
[Contact Information]