

# Termination Advice Letter

Date: [Insert Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

We regret to inform you that due to ongoing workforce reductions, your position with [Company Name] will be terminated effective [Last Working Day]. This decision is part of a broader strategy to ensure the long-term viability of the organization.

We want to express our gratitude for your contributions during your time with us. Your hard work and commitment have been truly appreciated, and it is unfortunate that we must part ways under these circumstances.

You will receive your final paycheck, including any accrued vacation days, on your last day of employment. Additionally, information regarding your health benefits and any applicable severance package will be provided to you shortly.

If you have any questions or need further assistance, please do not hesitate to contact [HR Contact Name] at [HR Contact Phone] or [HR Contact Email].

Thank you once again for your service to [Company Name]. We wish you all the best in your future endeavors.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Address]

[City, State, Zip Code]