

Employment Termination Notice

[Your Company Name]

[Company Address]

[City, State, Zip Code]

[Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

We regret to inform you that due to company downsizing, your employment with [Your Company Name] will be terminated, effective [Last Working Day, e.g., "two weeks from this notice date"]. This decision was not made lightly and was necessary for the overall health of the business.

Your contributions to the company have been greatly appreciated, and we wish to support you during this transition period. You will receive your final paycheck, including any accrued vacation time, on your last day of work. Additionally, you may be eligible for [mention any severance, benefits, or assistance programs if applicable].

We encourage you to reach out to [Designated Contact Person] at [Contact Information] for any further assistance regarding this matter.

Thank you for your service, and we wish you all the best in your future endeavors.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]