

Date: [Date]

To: [Employee Name]

Position: [Job Title]

Dear [Employee Name],

I am writing to formally notify you that your employment with [Company Name] is being terminated, effective [Last Working Day].

This decision is a direct result of a significant economic downturn affecting our industry, which has forced the company to undergo a structural reorganization and workforce reduction to ensure long-term stability. Please be assured that this action is strictly due to business necessity and is in no way a reflection of your individual job performance.

Regarding your transition:

- **Final Pay:** You will receive your final paycheck on [Date], which includes payment for work through your final day and any accrued, unused vacation time.
- **Severance:** [Detail severance package details here or state if not applicable].
- **Benefits:** Your health insurance coverage will continue until [Date]. You will receive a separate document regarding COBRA enrollment and other benefit options.
- **Company Property:** Please return all company equipment, including [laptop, keys, ID badge], by [Date].

We understand that this is difficult news. We want to thank you for your contributions to [Company Name] and wish you the best in your future endeavors.

Sincerely,

[Your Name]

[Your Title]

[Company Name]