

[Company Name]
[Company Address]
[City, State, Zip Code]

[Date]

[Employee Name]
[Employee Address]
[City, State, Zip Code]

Dear [Employee Name],

I am writing to formally notify you that [Company Name] is currently experiencing significant financial hardship. Due to these unforeseen economic challenges, we have had to make the difficult decision to restructure our operations to ensure the future viability of the company.

Regrettably, this restructuring includes the elimination of your position as [Job Title], effective [Last Working Day]. Please understand that this decision is strictly based on the financial necessity of the company and is in no way a reflection of your individual performance or contributions.

Regarding your transition, the following details apply:

- **Final Pay:** You will receive your final paycheck on [Date], which will include payment for all hours worked up to your final day, as well as [mention accrued vacation/PTO if applicable].
- **Benefits:** Your health insurance coverage will continue until [Date]. You will receive a separate notice regarding COBRA enrollment options.
- **Severance:** [Detail severance package if applicable, or state "No severance is available at this time due to financial constraints"].
- **Company Property:** Please return all company equipment, including [laptop, keys, ID badges], by [Date].

We appreciate the work you have done for [Company Name] and are happy to provide a letter of recommendation to assist in your future job search.

If you have any questions regarding your benefits or the transition process, please contact [HR Name/Contact Person] at [Phone Number/Email].

We wish you the very best in your future professional endeavors.

Sincerely,

[Signature]
[Printed Name]
[Title]