

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

[Date]

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

Dear [Employee Name],

I am writing to inform you that [Company Name] is currently undergoing a formal business reorganization. As a result of these structural changes, we have made the difficult decision to eliminate several positions, including yours.

Please be advised that your employment with [Company Name] will terminate effective [Termination Date]. This decision is based solely on the reorganization of the business and is not a reflection of your individual job performance.

Regarding your transition:

- **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 any accrued vacation or PTO if applicable].
- **Benefits:** Your health insurance and other benefits will continue until [Date]. You will receive a separate package via mail regarding your COBRA rights and options for continuing coverage.
- **Severance:** [Optional: Details regarding severance pay, contingent upon signing a separation agreement].
- **Company Property:** Please return all company property, including keys, laptop, and security badges, to [Name/Department] by [Date].

We appreciate the contributions you have made during your time with [Company Name]. If you require a letter of recommendation or have questions regarding your transition, please contact [HR Name] at [HR Phone Number/Email].

We wish you the very best in your future endeavors.

Sincerely,

[Signature]  
[Name of Sender]  
[Title]