

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

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

**Subject: Notice of Termination of Employment**

Dear [Employee Name],

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

This decision is the result of a significant revenue shortfall experienced by the company. Due to these financial constraints, we are required to reduce our workforce to ensure the continued viability of the business. Please be assured that this action is in no way a reflection of your individual performance or conduct.

Regarding your final compensation and benefits:

- Your final paycheck, including payment for all hours worked up to [Last Working Date] and any accrued unused vacation time, will be issued on [Date].
- Your health insurance coverage will continue until [Date]. You will receive separate information regarding your options for COBRA or insurance extensions.
- [Include information regarding severance pay, if applicable].

Please return all company property, including keys, ID badges, and laptop, to [Department/Person] by [Date].

We thank you for your contributions to [Company Name] and wish you the best in your future endeavors.

Sincerely,

[Signature]  
[Name of Sender]  
[Title]