

Date: [Date]

To: [Employee Name]

Employee ID: [ID Number]

Position: [Job Title]

Subject: Notice of Termination of Employment due to Financial Restructuring

Dear [Employee Name],

Please be advised that [Company Name] is currently undergoing a formal financial restructuring to ensure the long-term viability of the organization. As a result of this process, we have had to make the difficult decision to reduce our workforce and eliminate several positions.

Regrettably, your position is among those affected, and your employment will be terminated effective [Final Working Date].

This decision is strictly based on the financial requirements of the restructuring plan and is in no way a reflection of your individual performance or contributions to the company.

Final Compensation and Benefits:

- Your final paycheck, including payment for all hours worked up to [Final Working Date], will be issued on [Date].
- You will be compensated for [Number] days of accrued but unused vacation time.
- Your health insurance coverage will continue until [Date]. Information regarding COBRA or benefit extensions will be sent to you separately.
- [Include details about severance pay, if applicable].

Company Property:

Please return all company property, including your laptop, keys, ID badge, and any corporate files, to [Department/Person] by [Date].

Next Steps:

An HR representative will contact you to schedule an exit interview and to discuss any further questions regarding your transition. We are also providing [List Outplacement Services, if any] to assist you in your job search.

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

Sincerely,

[Name]

[Title]

[Company Name]