

[Company Name]

[Company Address]

[Date]

To: [Employee Name]

Employee ID: [Employee ID Number]

Subject: Notification of Employment Termination

Dear [Employee Name],

This letter is to formally notify you that [Company Name] is currently undergoing a general workforce restructuring. Due to this reorganization, we regret to inform you that your position as [Job Title] is being eliminated, and your employment will end on [Last Day of Work].

Please understand that this decision is a result of business restructuring and is not a reflection of your individual job performance or conduct.

Final Pay and Benefits:

- **Final Paycheck:** You will receive your final wages, including payment for any accrued but unused vacation time, on [Date] via [Payment Method].
- **Severance:** [Detail severance package details here or state "Not applicable"].
- **Health Insurance:** Your current benefits will continue through [Date]. You will receive information regarding COBRA or insurance conversion options under separate cover.

Company Property:

Please return all company-owned property, including [keys, badges, laptops, mobile devices], to [Department/Person] by [Date/Time].

Support Services:

To assist you during this transition, we are offering the following resources: [List outplacement services or HR contact info].

If you have any questions regarding your benefits or the contents of this letter, please contact [HR Representative Name] at [Phone Number/Email].

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

Sincerely,

[Sender Signature]

[Sender Name]

[Sender Title]