

[Date]

[Employee Name]

[Employee Address]

[City, State, Zip Code]

Subject: Notice of Contract Termination - Reduction in Force

Dear [Employee Name],

Please accept this letter as formal notification that [Company Name] is terminating your employment contract effective [Last Working Day Date].

This decision is the result of a Reduction in Force (RIF) due to [reason: e.g., company restructuring / economic conditions / project cancellation]. This action is not a reflection of your individual job performance or conduct.

Regarding your transition:

- **Final Pay:** You will receive your final paycheck on [Date], which includes payment for all hours worked up to your final day and any accrued [unused vacation/PTO], subject to state law.
- **Benefits:** Your health insurance and other benefits will continue until [Expiration Date]. You will receive a separate packet regarding COBRA or benefits conversion options.
- **Company Property:** Please return all company property, including [laptop, keys, badges, credit cards], by [Date].
- **Severance:** [Optional: Details regarding severance pay, if applicable, contingent upon signing a release agreement].

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

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

Sincerely,

[Your Name]

[Your Title]

[Company Name]