

[Date]

[Employee Name]

[Employee ID]

[Address]

[City, State, Zip Code]

Subject: Notice of Termination of Employment

Dear [Employee Name],

I am writing to formally notify you that [Company Name] has decided to terminate your employment effective [Last Working Date].

This decision is the result of the recent loss of a major client contract, [Client Name]. This departure has significantly impacted our operational requirements and necessitated a reduction in our workforce. Please be assured that this action is in no way a reflection of your individual performance or contributions to the team.

As part of your transition, you will receive the following:

- Final paycheck including all hours worked up to [Last Working Date].
- Payment for accrued but unused vacation/PTO, totaling [Number] hours.
- [Details of severance pay, if applicable].
- Information regarding your COBRA rights and health insurance extension.

Please return all company property, including your laptop, building keys, and ID badge, to the HR department by [Time/Date].

We appreciate the work you have done for [Company Name] and wish you the best in your future endeavors. If you have any questions regarding your benefits or this transition, please contact [HR Representative Name] at [Phone Number/Email].

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Job Title]

[Company Name]