

[Company Name]
[Company Address]
[Date]

[Employee Name]
[Employee Address]

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 Day Date].

This decision is the result of a significant business downturn and the recent loss of a major contract, specifically [Contract Name/Reference if applicable]. These unforeseen economic circumstances have necessitated a reduction in our workforce to ensure the continued viability of the company. Please be assured that this action is in no way a reflection of your individual performance or conduct.

Regarding your final compensation, you will receive:

- Your final salary payment up to and including your last day of work.
- Payment for any accrued but unused vacation days.
- [Details of severance pay, if applicable].

All company property, including [list items such as laptop, keys, ID badge], must be returned to [Department/Person] by [Date/Time].

Information regarding your benefits and [Health Insurance/Pension] coverage will be sent to you in a separate package. We are also prepared to provide you with a letter of recommendation to assist in your future job search.

Thank you for your hard work and contributions during your time with us. We wish you the very best in your future endeavors.

Sincerely,

[Your Name]
[Your Title]
[Company Name]