[Company Logo/Letterhead]

[Date]

[Employee Full Name]
[Employee ID]
[Address]

Subject: Notice of Termination due to Financial Restructuring

Dear [Employee Name],

We regret to inform you that your employment with [Company Name] is being terminated effective [Last Working Date].

This decision is the result of a formal financial restructuring process within the organization. Due to [brief reason, e.g., economic downturn / reorganization of departments / budget reductions], the company has found it necessary to reduce its workforce to ensure long-term sustainability. Please be assured that this action is in no way a reflection of your individual job performance.

Regarding your transition:

- **Compensation:** You will receive your final paycheck on [Date], which includes payment for work completed up to your final date and any accrued but unused vacation time.
- **Severance:** [Detail severance package if applicable, or state "Information regarding your severance package is attached"].
- **Benefits:** Your health insurance coverage will continue until [Date]. You will receive a separate notice regarding COBRA or benefit conversion options.
- **Company Property:** Please return all company property, including [keys, laptop, ID badge], to the HR department by [Date].

We will provide a letter of recommendation and are prepared to confirm your employment details for future employers. We thank you for your contributions to [Company Name] and wish you the best in your future endeavors.

Sincerely,

[Signature]

[Name of Manager/HR Representative]
[Title]
[Company Name]