

[Current Date]

[Employee Name]

[Employee ID]

[Department]

Subject: Notice of Termination Due to Weekend Shift Cancellation

Dear [Employee Name],

Please accept this letter as formal notification that your employment with [Company Name] is being terminated, effective [Last Working Date].

This decision has been made due to a restructuring of our operational hours. Specifically, the company has decided to permanently cancel all weekend shifts. As your role was specifically designated for weekend operations, we no longer have a position available that matches your current schedule and contract.

Regarding your final compensation:

- Your final paycheck will include payment for all hours worked up to [Last Working Date].
- You will be compensated for any accrued but unused vacation time, totaling [Number] hours.
- Your final payment will be issued via [Direct Deposit/Check] on [Date].

Please return all company property, including [Key Cards, Laptops, Uniforms, etc.], to the Human Resources department by [Date].

Information regarding your benefits and COBRA eligibility will be sent to your home address via postal mail within the next week.

We thank you for your service and wish you the best in your future endeavors.

Sincerely,

[Name of Manager/HR Representative]

[Title]

[Company Name]