

[Current Date]

[Employee Name]

[Employee ID]

[Home Address]

**Subject: Notice of Termination due to Company Restructuring**

Dear [Employee Name],

Please be advised that [Company Name] is currently undergoing a formal business restructuring to ensure the long-term viability of the organization. As a result of these structural changes, we regret to inform you that your position as [Job Title] is being eliminated, and your employment will terminate effective [Last Working Day/Termination Date].

This decision is based solely on business requirements and the reorganization of our departments; it is in no way a reflection of your individual performance or contributions to the company.

Regarding your transition, please note the following:

- **Final Pay:** You will receive your final paycheck on [Date], which will include payment for work completed up to your last day and [any accrued but unused vacation time].
- **Severance:** [Details of severance package, if applicable, or reference to an attached agreement].
- **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 assets, including your laptop, keys, and ID badge, to [Department/Person] by [Date].

We want to thank you for your service and dedication to [Company Name]. We are happy to provide you with a letter of recommendation should you require one for your future endeavors.

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

Sincerely,

[Signature]

[Name of Manager/HR Director]

[Title]

[Company Name]