

[Date]

[Employee Name]

[Employee ID]

[Address]

Subject: Notice of Project Cancellation and Employment Termination

Dear [Employee Name],

This letter is to formally notify you that the project [Project Name] has been cancelled effective [Project End Date]. Due to the cancellation of this project, your position as [Job Title] is being eliminated, and your employment with [Company Name] will terminate on [Final Working Date].

In accordance with your employment agreement, the company is offering you a severance package. This package includes:

- A lump sum payment of [Amount], equivalent to [Number] weeks/months of base salary.
- Payment for any accrued but unused vacation time up to [Date].
- Continuation of health benefits through [Date].

This severance package is contingent upon your signing the attached Release of Claims Agreement and returning it to the Human Resources department by [Deadline Date].

Please return all company property, including your laptop, keycard, and any project documentation, by [Date]. You will receive a separate communication regarding the status of your retirement accounts and instructions for final expense reimbursements.

We thank you for your contributions to the project and wish you the best in your future endeavors.

Sincerely,

[Signature]

[Manager Name]

[Company Name]