

[Company Name]
[Address]
[City, State, Zip Code]

[Date]

[Employee Name]
[Employee Address]
[City, State, Zip Code]

Subject: Notice of Early Termination of Employment

Dear [Employee Name],

We regret to inform you that your employment with [Company Name] is being terminated effective [Last Working Date]. This decision is a direct result of an unexpected loss of funding for the [Project Name/Department] and is not a reflection of your individual performance.

Severance Package

In recognition of your service, the company is offering you a severance package consisting of:

- [Number] weeks/months of base salary.
- Payment for accrued but unused vacation time.
- [Details regarding health insurance/COBRA subsidies].

Conditions

The payment of the severance amount is contingent upon the signing and return of the attached Separation Agreement and Release of Claims by [Deadline Date].

Company Property

Please return all company property, including [keys, laptops, badges, etc.], to [Department/Person] by [Date/Time].

Final Pay

Your final paycheck, including all wages earned through your last day, will be issued on [Date] via [Direct Deposit/Check].

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

Sincerely,

[Sender Name]
[Sender Title]
[Company Name]