

[Date]

[Recipient Name]

[Recipient Title]

[Company Name]

Subject: Formal Recommendation for Facility Closure: [Facility Name/Location]

Dear [Recipient Name],

As the Operations Manager, I am writing to formally recommend the permanent closure of the [Facility Name] located at [Address], effective [Proposed Date].

This recommendation follows a comprehensive operational review. The primary factors necessitating this closure include:

- [Reason 1: e.g., Consistent decline in regional market demand]
- [Reason 2: e.g., Rising operational and maintenance costs exceeding budget]
- [Reason 3: e.g., Strategic shift toward centralized distribution]

The projected impact of this closure is as follows:

Financial Impact: We anticipate an annual cost saving of approximately \$[Amount] through the elimination of overhead and real estate expenses.

Personnel Impact: There are currently [Number] employees at this location. I recommend a transition plan that includes [e.g., relocation opportunities to other branches or severance packages].

Operational Transition: All current production/services will be absorbed by the [Name of Receiving Facility] to ensure no disruption to our clients.

I have attached a detailed report outlining the timeline for decommissioning the site and the communication strategy for stakeholders. I am available to discuss this proposal in further detail at your earliest convenience.

Sincerely,

[Your Name]

Operations Manager

[Company Name]