TO

**[Receiver Name]**

[Receiver Title]

**ADDRESS:** **[Receiver Address]**

**EMAIL:** **[Email Address]**

**PHONE:**  **[Home Phone]**

FROM

**[Sender Name]**

**[Sender Title]**

Sub: Job Termination Letter

Dear **[NAME]**

Over the last several months, **[COMPANY NAME]** has experienced financial difficulties due to a lack of work in our industry.**[DESCRIBE IN YOUR WORDS]**. We have explored many options, including the introduction of new products to replace those made obsolete by technological advances. Unfortunately, our efforts have not resulted in increased sales and work.**[EXPLAIN ALL ABOUT THE SITUATION]**.

After reviewing our options, we have concluded that we must eliminate approximately **[NUMBER]** positions. It is with the deepest regret that I inform you that your position is one that will be eliminated effective **[DATE]**. **[DESCRIBE ACTUAL CAUSE AND SITUATION]**.

Within the next week, a representative from Human Resources will call you to set up a meeting. During this meeting, you will learn about your separation benefits that include the services of an outplacement firm to provide counseling and assistance in finding another job.  **[DESCRIBE EVERYTHING ABOUT COMPANY POLICY REGARDING THIS SITUATION].**

Please accept our appreciation for your contributions during your employment with **[COMPANY NAME]**.

Sincerely,