TO

**[Receiver Name]**

**[Receiver Title]**

**ADDRESS: [Receiver Address]**

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

**PHONE: [Home Phone]**

FROM

**[Sender Name]**

**[Sender Title]**

**Sub:** Employment Termination Letter

Dear **[Employee Name]**,

This letter serves to inform you that your employment with **[Company Name]** is terminated as of **[date of termination]**.

During the past **[time frame]**, our company has faced **[business issues leading to downsizing or layoffs]**. Unfortunately, we must reduce our workforce to ensure financial stability for the business. We regret to inform you that your role as **[insert employee’s job role]** is part of our company-wide reduction.

You can expect your final paycheck on **[insert date]**.

Your benefits **[list any other relevant benefits here]** will remain in effect until **[date]**.

If you have further questions regarding your termination or specific requests, you may contact your HR representative via the information below:

**[HR contact information, including email and phone]**

Thank you for your time with **[Company Name]**. We wish you the best going forward.

Sincerely,

**[Name]**