October 14th, 20XX

Dear Jim,

This letter is to inform you that your employment with Williams Construction will end as of October 28th, 20XX.

Over the last few months, Williams Construction has experienced lack of work in our industry, leading to financial difficulties. We have explored a variety of options to increase the need for labor, but unfortunately, our efforts have been unsuccessful.

We have concluded we must reduce our workforce by 20%. We are regretful to say your position is a part of this reduction and your job title will be eliminated. This decision is final.

You will receive a final paycheck after your last day with us, and payment for the remaining leave days you have. You will also receive a $20,000 severance payment. Please sign and return the attached claim document to ensure you collect this.

Your healthcare benefits will remain in effect for 120 days post-termination.

You are requested to return your company cell phone, keys and ID badge on your last day of employment.

Please keep in mind, you have signed a number of confidentiality agreements. Please review the attached copies.

Within the next week, a representative from Human Resources will contact you to set up a meeting to discuss details regarding your benefits further. They will also provide you with an outplacement firm service to assist you in your job search. If you have additional questions your representative is John Wallis. He can be contacted at 444-555-6666 or jw@williamsconstruction.com

Please accept our appreciation for your contributions during your employment with Williams Construction.

Sincerely,

[Name]