

[Your Company Letterhead]

[Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

I hope this message finds you well. I am writing to inform you of an important development regarding [Company Name]. After careful consideration, we have made the difficult decision to close the business effective [Closure Date].

This decision was not made lightly, and we want to assure you that we have done everything possible to explore alternative options.

Unfortunately, due to [brief explanation of reasons for closure], we find ourselves in this position.

We greatly appreciate your hard work and dedication during your time with us. [Optional: Mention specific contributions or achievements of the employee.]

In the coming weeks, we will provide you with information regarding your final paycheck, benefits, and any support we can offer during this transition. Our HR team is available to answer any questions you may have regarding this process.

Thank you for your understanding and for being a valued part of [Company Name]. We wish you all the best in your future endeavors.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]