

[Your Company Letterhead]

[Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

We regret to inform you that effective [shutdown date], [Company Name] will be ceasing operations due to [brief reason for shutdown, e.g., financial difficulties, market conditions, etc.].

This decision was not made lightly, and we deeply value the hard work and dedication you have contributed during your time with us. Your final paycheck, including any accrued vacation pay, will be processed and sent to you by [final paycheck date].

We encourage you to reach out if you have any questions regarding your benefits or final paycheck. Please contact [HR Contact Name] at [HR Contact Email] or [HR Contact Phone Number].

Thank you for your contributions to [Company Name]. We wish you all the best in your future endeavors.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Contact Information]