

[Your Company Letterhead]

[Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

I regret to inform you that due to [reason for job loss, e.g., company downsizing, restructuring, etc.], your position as [Employee's Job Title] will be terminated effective [termination date].

This decision was not made lightly and is part of a larger strategy aimed at [brief explanation of the company's situation, e.g., improving efficiency, reducing costs, etc.]. We want to express our appreciation for your hard work and dedication during your time with us.

You are eligible for [mention any severance pay, benefits, or assistance being offered]. Please contact [HR representative's name or department] for further information and to discuss the next steps in the transition process.

We wish you all the best in your future endeavors.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]

[Your Contact Information]