

[Your Name]
[Your Position]
[Company Name]
[Company Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Employee's Name]
[Employee's Address]
[City, State, Zip Code]

Dear [Employee's Name],

I hope this message finds you in good spirits. It is with a heavy heart that I write to you today regarding your position at [Company Name]. After careful consideration and review of the current circumstances, we regret to inform you that your employment with us will be terminated effective [last working day, typically two weeks from the date of the letter]. This decision was not made lightly, and we appreciate the contributions you've made during your time with us.

Please know that this decision does not reflect your capabilities or dedication. External factors such as [briefly mention reasons, e.g., organizational changes, financial constraints] have significantly influenced this outcome. We are grateful for your efforts and the positive impact you've had on your colleagues.

We want to ensure a smooth transition for you in this next phase. Accordingly, we will provide you with [explain severance package, support for job searching, etc.]. Additionally, we are here to assist you in any way we can during this time.

Thank you once again for your hard work, commitment, and the valuable moments you've shared with us. We wish you all the best in your future endeavors and are confident that you will find success in whatever path you choose.

Sincerely,
[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your Position]