

We want to assure you that this termination is not a reflection of your skills, performance, or character. This is solely a result of the restructuring process that has resulted in the elimination of certain roles within the company.

In consideration of your dedicated service, you will be entitled to the following:

1. Severance Pay: [Details of the severance package, including any applicable salary continuation

or benefits continuation.]

2. Accrued Benefits: [Details on any accrued vacation days, sick leave, or other benefits, and how

they will be handled.]

3. Return of Company Property: We request you to return all company-owned property, including but

not limited to laptops, keys, access cards, and any other equipment, by [Termination Date]. You will

receive instructions on how to proceed with this process.

Furthermore, we would like to extend our support to help you through this transition period. We will

provide you with outplacement services and offer any assistance you may require to seek new

employment opportunities.

You will have the opportunity to discuss the termination process and ask any questions you may

have during a meeting scheduled for [Meeting Date]. [HR representative/Manager's Name] will be

available to address your concerns and provide further details regarding the termination process,

benefits, and severance package.

Please be assured that we will handle this matter with the utmost respect and confidentiality.

If you have any questions or need further clarification before our meeting, please feel free to contact

[HR representative/Manager's Name] at [HR representative/Manager's contact number] or [HR

representative/Manager's email address].

Once again, we sincerely appreciate your contributions to [Company/Organization Name], and we

wish you all the best for your future endeavors.

Sincerely,

[Your Name]

[Your Job Title]

[Company/Organization Name]