**Employment Termination Letter Template**

[Your Company Letterhead]

[Company Name]

[Address]

[City, State, Zip Code]

[Date: September 13, 2023]

Mr. John Unlucky

[Employee's Address]

[City, State, Zip Code]

Dear Mr. Unlucky,

I regret to inform you that your employment with [Company Name] is hereby terminated, effective from September 18, 2023.

This difficult decision has been reached due to the unfortunate circumstances surrounding the discontinuation of your position. I want to emphasize that this termination is in no way a reflection of your performance, which has consistently met our expectations and has been highly satisfactory throughout your tenure with the company.

Regrettably, the recent events, specifically the unexpected repercussions of a significant earthquake in Japan last month, have severely impacted our operations. Our artificial intelligence chip manufacturing plant suffered extensive damage, rendering it impossible to continue production of our Robot Maid product. Consequently, we are compelled to cease operations within your division.

As discussed during our meeting, the terms of your redundancy are as follows:

• [Term 1]

• [Term 2]

• [Etc...]

In line with our previous conversation, we have engaged the services of ACME Recruitment to assist you in your job search. We believe their expertise will be invaluable in helping you find new and promising employment opportunities.

I would like to express my gratitude for your dedicated contributions to [Company Name] during your time here. Your hard work and commitment have been highly valued. I extend my best wishes to you as you embark on new endeavors in your professional journey.

Sincerely,

[Your Name]

[Your Position]

[Company Name]