**Termination of Service Letter Template**

[Your Name]

[Your Title]

[Your Company]

[Company Address]

[City, State, ZIP Code]

[Date]

[Employee's Name]

[Employee's Title]

[Employee's Address]

[City, State, ZIP Code]

Dear [Employee's Name],

I am writing to formally communicate that your employment with [Your Company] will come to an end as of [Last Working Day].

During the recent months, our organization has faced significant challenges within our industry, resulting in financial constraints. After a thorough evaluation, it has been determined that we need to implement a workforce reduction of [Percentage]. I deeply regret to inform you that your position is among those affected by this reduction, and we will be discontinuing your current job role. Please understand that this decision has been made after careful consideration and is final.

Your final compensation, including your last paycheck and payment for any remaining accrued leave days, will be processed after your departure. Additionally, you will be entitled to receive a severance package of [$Amount]. To initiate the severance payment, we kindly request that you review and sign the attached claim document, which will enable us to facilitate the process efficiently.

In the upcoming week, a representative from our Human Resources department will reach out to you to arrange a meeting. This meeting will serve to discuss the details concerning your benefits and address any questions or concerns you may have. If you require immediate assistance or have further inquiries, please do not hesitate to contact [HR Representative's Name] at [HR Representative's Phone Number] or via email at [HR Representative's Email Address].

We want to express our sincere appreciation for your dedication and contributions throughout your tenure at [Your Company]. Your commitment to our team has been invaluable, and we wish you all the best in your future endeavors.

Sincerely,

[Your Name]

[Your Title]

[Your Company]