

Casual tone email notifying termination without cause

Hi [Employee Name],

We wanted to let you know that your position at [Company Name] as [Job Title] will end on [Termination Date]. This decision is not based on performance, but part of company restructuring. Please make sure to hand over company items and complete exit procedures. Your final paycheck and benefits will be provided as per company policy.

Thanks for your contributions, and we wish you success ahead.

Best,

[Sender Name]

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