

Restructuring Termination Letter

Dear [Employee Name],

As part of the ongoing restructuring at [Company Name], your position has been impacted and is no longer required. Unfortunately, this means your employment will be terminated effective [Termination Date].

You will receive your severance package and details regarding benefits in accordance with company policy. We sincerely thank you for your service and contributions during your tenure with us.

Best regards,

[Your Name]

[Position]

[Company Name]

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