

<today>

<company.organization>

<company.address>

<salutation> <title>.<name>,

Your contribution to the success of <your company> and your outstanding work record have been deeply appreciated. It is with great regret that I must inform you that as of < date > we must terminate your employment.

This has come about as a result of a series of decisions involved in the management planning of the company and does not reflect on your work record. We would be more than happy to provide you with letters of recommendation to present to prospective employers or search agencies. You may also have them contact us by phone for a first hand appraisal of your capabilities.

If you have any questions or requests please do not hesitate to talk with your supervisor.

Sincerely yours,

<your name>