Meezes  
Manager IT Department

**Dated:** 28th February 20XX

**Subject: Termination due to restructuring**

Dear M,

It is regrettably stated that our company is facing major restructuring issues due to our merger with other company. This merger is very crucial for the sustenance of the company as the pandemic and lockdown have drowned everyone. The merger happened smoothly but there are consequences in the manner of restructuring every avenue of the company that includes projects, departments as well as employees.

Therefore, I regret to inform you that you are being terminated as the manager of the IT department. No further appointments are being made because managing employees of both companies as one is crucial. You have been an asset to our company and your projects will always be remembered due to your hard work and bright ideas.

After the merger, companies will be more focused on other avenues and are thinking of dissolving the IT department. The restructuring allows us to focus on the major department to catch big projects by limiting the area of spread. You will always have exceptional recommendations from our company for your future endeavors.

Best wishes.

Regards,

Meezes  
Director ABC Company