Date:

To

[The Recipient]  
[Designation]  
[Company Name]

Dear Mr. John,

We regret to inform you that you have been terminated from your current position of ‘Junior manager’ at ABC Limited due to the recent restructuring our company went through. This termination will be effective from 1st September 20XX.

As you are aware of ABC’s merger with XYZ limited, a restructuring process has been carried out to effectively meet the objectives of the newly formed organization. Among the other changes, one of them was the elimination of several positions. Unfortunately, your position has been removed from the hierarchical chart as well.

Although we did not want to lose any of our employees, this restructuring was necessary to meet up the new requirements.

We are aware that it cannot fully compensate for your loss of the job, but, as a gesture, we are sending a cheque equivalent to the amount of your two salaries. Also, let us know if you need a recommendation for your job in the future.

Thank you for your understanding.

Regards,

Silvia Steven.