**Date: [DATE]**

**Subject: Separation Letter Due to Company Downsizing and Restructuring**

Dear Employee,

With ultimate regret, I am sorry to inform you that you have been terminated from your designation in the company as [name of the designation]. This decision has excluded all the general factors and has been made to keep the company's focus on the current situation in the industrial sector.

We are restructuring the company’s workers and by doing so, we want to downsize and keep a handful of people who will harness the remaining projects of the company. We are very sad to announce this shocking and unfortunate news to whom it concerns.

By doing so we do not mean that we are leaving you in a lurch, however, we will support you by providing certifications, career recommendations, and employment recommendations. Moreover, the company is committed to its unemployment and termination policies which include providing one month's salary extra to the employees who will be terminated on account of the company’s internal affairs.

Therefore, we promise our support to you in the future and will provide you with all the necessary support. Please let us know if you have any questions related to the termination. Our recruitment team wants you all to work on the basis of projects we get and not as permanent employees. Let us know if you are interested in taking on the freelance projects we can provide in the future. Thank you.

Truly,

[Name]

[Position]  
[Company]  
[Signature and Date]

Forwarded: to all the departments and their respective heads.