

Employee Termination Email Sample

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Subject: Termination of Services

Dear Mr. / Mrs. [First/Last Name of the Employee],

It is with deep regret that I am writing this email to inform you that your employment services will be terminated effective [mention Date]. This termination will take place as a result of the initiative of downsizing from the marketing department that was taken by the management of [mention Company Name], in the meeting held on [mention Date]. The company has decided to eliminate [mention Number] positions and unfortunately, your position of [mention Job Title/Position] will also be eliminated as a result of this initiative.

Over the last six months, the company has been facing continuous financial issues due to the changing trends and highly rising competition in our industry. During that period, we tried and tested different things to maximize the profits but all in vain. So, in the meeting of executives held on [mention Date], it was finally decided to consider the option of downsizing, particularly from the marketing department.

Within the next four working days, you will receive a call from the company's Human Resource Department to set up a meeting. This meeting will elaborate and explain to you in detail the benefits that you will receive as a result of this unfortunate termination.

Again, we are extremely sorry for this inconvenience and we truly appreciate your efforts and contributions for the organization. For any

details or information, you can contact the HR department or contact me via the below contact details.

Best of Luck!

Sincerely,

[Sender Name]

[Sender Contact Details]