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| Company Name |
|  |

# Memorandum

To: Recipient Name

From: Your Name

CC: CC Name

I am sorry to inform you that your employment has been terminated with us. This is because we are reducing the workforce since the financial conditions of the business do not allow us to keep a large workforce. Also, because we have no projects at the moment, neither are we in a condition to start our own, we don't have work to offer. Please note that this is not the case with you alone. We are keeping only a limited number of employees that we need and all other employees have been terminated.

Please accept an apology from [enter company] that you must leave us this way. To help you find a better opportunity, we've enclosed an employment confirmation letter.

Wish you good luck for future endeavors.