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| Company Name |
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# Memorandum

To: Recipient Name

From: Your Name

CC: CC Name

I am sad to inform you that after facing continuous loss in business, we are under a lot of financial pressures. There are currently [3, 5, 6 etc.] branches that we have in different cities. After a decline in our market value and the financial loss that we faced, it is not possible for us to keep the load of workforce of all branches. There is no hope of recovery in this case if the load remains the same so we have planned to close our [enter branch name] branch. Please don't panic.

The office will close after 9 months from now. Till then you'll keep receiving salary for the work you'll do and hopefully will be able to find better opportunities for yourself in this period. Please do not request for transfer to other branches as we already have enough workforce in all branches and no transfer is possible. I am sorry that you'll have to leave us this way but i hope that you understand what massive pressures that company is facing. We were left with no other choice. Accept our humble apologies.