**Notice letter to employee template**

(Recipient’s address)

(Your address and contact details)

(Date in full)

(Objective of letter – no more than 1 sentence)

(Dear Mr./Mrs./Ms./Miss insert full name),

It is with sincere regret that I am writing this letter to inform you of the termination of your working contract.

The business has been struggling for the past year and with careful consideration and after failing at all other possible opportunities, the business can no longer support its staff or customers. It is a decision that I have not made lightly but it is a decision that I can no longer avoid.

If you wish to talk about this further please do not hesitate to contact me on the details above.

Yours sincerely,

(Insert full name)