**INVOLUNTARY TERMINATION DUE TO LAYOFFS**

July 21, 20XX

Dear Ky Hampton,

Over the past year, Express Services has experienced financial challenges due to the ongoing recession. While we have re-evaluated our budget and streamlined processes significantly, we continue to see reduced sales. After assessing all our options, we have determined we must terminate 24 positions. I regret to inform you that your position as sales executive will be removed as of July 28, 20XX.

Within the next couple of days, a human resources representative will schedule a meeting to discuss compensation, benefits and resources for finding a new job.

 Thank you for your hard work over the past five years.

Sincerely,

Andy Kim

CEO, Express Services