# Title X Clinic Closeout Staff Notification Template

**[Your organization’s letterhead or logo]  
[Date]**

**[Employee Name]  
[Employee Address]  
[City, State, ZIP]**

Dear **[Employee Name]**,

I am writing to inform you that your position as **[Job Title]** with **[Organization Name]** is being eliminated, effective **[last working day]**, due to **[describe reason for elimination of the position]**.

This was not an easy decision, and we want to acknowledge the value of your contributions to our team and the individuals we serve. Unfortunately, despite our efforts to explore alternative funding sources and cost-saving measures, we are no longer able to sustain this position beyond the current grant period.

Your final paycheck will include all wages earned through your last day of employment, as well as any unused accrued paid time off in accordance with our policies. To support you as you plan next steps, we will:

* Provide resources for job placement, resume support, and letters of recommendation
* Offer information about any available internal opportunities, if applicable
* Maintain open lines of communication about final dates, benefits, and HR support
* Share information regarding benefits, including COBRA continuation options (if applicable)

We are deeply grateful for your dedication, professionalism, and the care you have brought to your work. If you would like a letter of reference or support in your job search, please don’t hesitate to reach out.

If you have any questions or would like to schedule time to talk through next steps, please contact **[Supervisor’s Name]** at **[email address]**.

Thank you again for all you’ve done.

Sincerely,  
**[Your Name]  
[Your Title]  
[Organization Name]**