

# Closing a Business Letter to Employees

**Michael Johnson**

Owner

Johnson's Hardware

789 Elm Street

Anytown, AN 12345

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(987) 654-3210

June 19, 2024

Dear [Employee's Name],

Subject: Announcement of Business Closure

It is with deep regret that I must inform you that Johnson's Hardware will be permanently closing its operations on July 31, 2024. This difficult decision has been made after careful consideration due to prolonged financial difficulties and the ongoing economic downturn.

We understand that this news may come as a shock and raise many questions. We are committed to supporting you through this transition and will make every effort to assist you in the coming weeks. Here are some important details regarding the closure process:

1. **Final Work Day:** Your last working day will be July 31, 2024.
2. **Final Paychecks:** You will receive your final paycheck, including any outstanding wages and accrued vacation time, on the next regular payday following your last working day.

3. **Benefits:** Information about your benefits, including health insurance and retirement plans, will be provided to you. We will assist you with any necessary paperwork and ensure you understand your options.
4. **Unemployment Assistance:** We will provide guidance on applying for unemployment benefits and any other support services available to you.
5. **Job Placement Assistance:** We are in contact with local employment agencies and will offer resources to help you find new job opportunities.

We greatly appreciate your dedication and hard work during your time with Johnson's Hardware. Your contributions have been invaluable, and we deeply regret the impact this closure may have on you and your families.

If you have any questions or need further assistance, please do not hesitate to contact me directly at (987) 654-3210 or [michael.johnson@johnsonshardware.com](mailto:michael.johnson@johnsonshardware.com). We are here to support you in any way we can during this challenging time.

Thank you for your understanding and cooperation.

Sincerely,

**Michael Johnson**

Owner

Johnson's Hardware