

Date: [Date]

To: [Employee Name]

Employee ID: [ID Number]

Position: [Job Title]

Dear [Employee Name],

I am writing to formally notify you that your position with [Company Name] is being eliminated effective [Last Working Date].

This decision is the result of a strategic initiative to reduce operational costs across the organization. Due to [briefly mention reason, e.g., current economic conditions/budgetary constraints], we must restructure our operations to ensure the long-term sustainability of the company. Please be assured that this action is not a reflection of your individual performance or contributions.

Final Compensation and Benefits:

- **Final Paycheck:** You will receive your final wages, including payment for accrued but unused vacation time, on [Date].
- **Severance:** [Detail severance package details if applicable, or state "Not applicable"].
- **Health Insurance:** Your benefits will continue until [Date]. Information regarding COBRA enrollment will be sent under separate cover.

Company Property:

Please return all company property, including [keys, laptop, ID badge, credit cards], to the Human Resources department by [Date].

Support Resources:

To assist with your transition, we are offering [list services, e.g., outplacement services, career coaching]. You will receive a separate email containing contact information for these resources.

We appreciate the hard work you have dedicated to [Company Name] and wish you the very best in your future professional endeavors.

Sincerely,

[Signature]

[Name of Manager/HR Representative]
[Title]
[Company Name]