

[Date]

[Employee Name]

[Employee ID]

[Department]

Subject: Notice of Role Elimination

Dear [Employee Name],

Please be advised that [Company Name] is currently undergoing a formal business restructuring to better align our resources with our strategic goals. As a result of this reorganization, we have made the difficult decision to eliminate several positions within the company.

Regrettably, your role as [Job Title] has been identified for elimination, and your employment will terminate effective [Last Working Day]. This decision is based on business requirements and is not a reflection of your individual performance.

Final Pay and Benefits

Your final paycheck, which includes payment for all hours worked up to your final date and any accrued but unused vacation time, will be issued on [Date]. Your health insurance coverage will continue until [Date]. You will receive a separate document via mail regarding your COBRA rights and options for continuing coverage.

Severance Package

[Optional: In recognition of your service, the company is offering you a severance package. Details of this package and the required separation agreement are attached to this letter. To receive these benefits, you must sign and return the agreement by [Date].]

Company Property

Please return all company property, including your laptop, building keys, and corporate credit cards, to [Department/Person] by [Date/Time].

Support Resources

We understand that this is a difficult transition. [Optional: We are providing outplacement services through [Provider Name] to assist you in your job search.] If you have questions regarding your benefits or the contents of this letter, please contact [HR Contact Name] at [Phone/Email].

We thank you for your contributions to [Company Name] and wish you the best in your future endeavors.

Sincerely,

[Sender Name]
[Sender Title]
[Company Name]