

[Company Name]

[Address]

[City, State, Zip Code]

[Date]

[Employee Name]

[Employee ID]

[Employee Address]

Dear [Employee Name],

I am writing to inform you that your employment with [Company Name] is being terminated due to a restructuring of our operations. As part of a strategic decision to optimize our business model, we have decided to outsource the functions of the [Department Name] department to an external service provider.

As a result of this operational shift, your position as [Job Title] will be eliminated. Your final day of employment will be [Last Working Date].

Please note the following information regarding your transition:

- **Severance:** You are eligible for a severance package of [Amount/Weeks]. Details are attached in the Separation Agreement.
- **Final Pay:** Your final paycheck, including payment for earned but unused vacation time, will be issued on [Date] via [Payment Method].
- **Benefits:** Your health insurance coverage will continue until [Date]. You will receive information regarding COBRA and benefit conversion options under separate cover.
- **Company Property:** Please return all company property, including keys, laptop, and ID badges, by [Date].

We appreciate the contributions you have made during your time with [Company Name]. We will provide a letter of reference to assist in your future job search upon request.

If you have any questions regarding this transition, please contact [HR Representative Name] at [Phone Number/Email].

Sincerely,

[Name]

[Title]

[Company Name]