

Date: [Date]

To: [Employee Name]

Employee ID: [ID Number]

Subject: Notice of Termination due to Role Elimination

Dear [Employee Name],

Please accept this letter as formal notification that your employment with [Company Name] is being terminated effective [Last Working Date].

This decision is the result of a strategic restructuring within the organization, which has led to the permanent elimination of your current position as [Job Title]. This action is not a reflection of your individual performance, but is based strictly on business requirements and organizational changes.

Final Compensation:

Your final paycheck, which includes payment for work performed through your last day and any accrued but unused vacation time, will be issued on [Date] via [Payment Method].

Benefits:

Your health insurance coverage will continue until [End Date]. You will receive a separate package via mail detailing your options for COBRA coverage and any information regarding your 401(k) or retirement accounts.

Severance:

[Optional: You are eligible for a severance package contingent upon the signing of a separation agreement. The details of this agreement are attached for your review.]

Company Property:

Please return all company property, including [Laptop, Keys, ID Badge, Credit Cards], to [Department/Person] by [Date/Time].

If you have any questions regarding your benefits or the transition process, please contact the Human Resources department at [Phone Number] or [Email Address].

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

Sincerely,

[Your Name]

[Your Title]

[Company Name]