

[Date]

[Employee Name]

[Employee Address]

[City, State, Zip Code]

Subject: Notice of Position Elimination

Dear [Employee Name],

I am writing to formally notify you that your position as [Job Title] with [Company Name] is being eliminated, effective [End Date].

This decision is the result of [Company Name] recently losing the service contract with [Client/Contract Name]. As this contract provided the primary funding and workload for your role, we are no longer able to maintain the position.

Please note the following information regarding your transition:

- **Final Pay:** You will receive your final paycheck on [Date], which will include payment for all hours worked up to your final day, as well as [accrued vacation/PTO], in accordance with company policy.
- **Benefits:** Your health insurance and other benefits will continue through [Date]. You will receive a separate package via mail detailing your options for COBRA coverage and retirement fund distributions.
- **Company Property:** Please return all company-owned equipment, including [laptop, keys, ID badge], to [Department/Name] by [Date].

We appreciate the contributions you have made during your time with us. If you require a letter of recommendation or if there are specific ways we can assist you in your job search, please let us know.

We wish you the best in your future professional endeavors.

Sincerely,

[Your Name]

[Your Title]

[Company Name]