Date: [Date]

To: [Employee Name]

Subject: Notice of Separation of Employment

Dear [Employee Name],

Please be advised that [Company Name] has made the strategic decision to restructure its operations. As a result of this restructuring, your role as [Job Title] is being eliminated due to the outsourcing of these functions to an external service provider.

This decision is in no way a reflection of your individual job performance, but rather a result of a change in business strategy. Your final day of employment will be [Last Working Date].

Regarding your transition, please note the following:

- **Final Pay:** You will receive your final paycheck on [Date], which will include all hours worked up to your last day and any accrued, unused vacation time.
- **Severance:** [Detail severance package details here, or state "You are eligible for severance as outlined in the attached agreement"].
- **Benefits:** Your health insurance coverage will continue through [Date]. Information regarding COBRA enrollment will be sent to you under separate cover.
- **Company Property:** Please return all company equipment (laptop, keys, ID badge) by [Date/Time] to [Department/Person].

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

Sincerely,

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