[Date]

[Employee Name]
[Employee ID]
[Department]

Subject: Notice of Employment Termination - Role Elimination due to Outsourcing

Dear [Employee Name],

Please be advised that your position as [Job Title] with [Company Name] is being eliminated effective [Last Working Day].

This decision is the result of a strategic restructuring within the organization. After a careful review of our operational requirements, the company has decided to outsource the functions currently performed by your department to a third-party service provider. This action is strictly a business decision and is not a reflection of your individual performance.

Final Pay and Benefits
Your final paycheck, including payment for all hours worked up to your final date and any accrued but unused vacation time, will be issued on [Date] via [Direct Deposit/Check]. Your health insurance coverage and other benefits will continue through [Date]. You will receive a separate package via mail detailing your options for COBRA coverage.

Severance Package
In recognition of your service, the company is offering you a severance package. Details of this offer, including the Separation Agreement and Release of Claims, are attached to this letter. To receive these benefits, you must sign and return the agreement by [Deadline Date].

Company Property
Please return all company property, including your laptop, building keys, and ID badge, to the HR office by [Time] on [Date].

Outplacement Services
To assist you during this transition, we are providing outplacement assistance through [Provider Name]. They will contact you shortly to offer resume support and career coaching.

If you have any questions regarding your benefits or the transition process, please contact [HR Representative Name] at [Phone Number/Email].

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

Sincerely,

[Signature]

[Name of HR Official]
[Title]
[Company Name]