[Company Letterhead]

[Date]

[Employee Name]
[Employee Address]
[City, State, Zip Code]

Dear [Employee Name],

This letter is to formally notify you that your position as [Job Title] is being eliminated due to a strategic decision to outsource these specific business functions. As a result, your employment with [Company Name] will end on [Termination Date].

To support you during this transition, [Company Name] is offering you a severance package, contingent upon your signature on a Separation Agreement and General Release. The package includes:

- **Severance Pay:** A lump sum payment of $[Amount], equivalent to [Number] weeks of pay.
- **Benefit Continuation:** Health insurance coverage will continue through [Date], after which you will be eligible for COBRA.
- **Outplacement Services:** Access to [Service Provider Name] for career coaching and resume assistance for [Number] months.
- **Earned Compensation:** Payment for all accrued but unused vacation time, to be paid on your final paycheck.

Transition Requirements:
We request your cooperation in transitioning your current responsibilities to the outsourced provider. This includes [mention specific tasks, e.g., documenting processes, attending handover meetings, or organizing files] through your final day of employment.

Please return all company property, including [list items: laptop, keys, badges], by [Date]. You have until [Date] to review, sign, and return the enclosed Separation Agreement.

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

Sincerely,

[Signature]

[Sender Name]
[Sender Title]