[Company Name]
[Company Address]
[Date]

Subject: Notification of Business Operations Outsourcing and Role Elimination

Dear [Employee Name],

I am writing to formally notify you that [Company Name] has made the strategic decision to outsource its [Department Name/Business Function] operations to a third-party service provider. As a result of this transition, your position as [Job Title] will be eliminated, and your employment will end on [Effective Date].

This decision is part of a broader organizational restructuring to optimize our business operations and is not a reflection of your individual performance. We understand that this is difficult news, and we are committed to supporting you through this transition.

Final Compensation and Benefits
You will receive your final paycheck on [Date], which will include all wages earned through your last day of work, as well as payment for any accrued but unused vacation time, subject to state law and company policy.

Severance Package
[Optional: In recognition of your service, the company is offering you a severance package of [Details]. To receive these benefits, you will be required to sign a separation agreement, which is attached to this letter.]

Benefits Coverage
Your health insurance benefits will continue until [Date]. Following this date, you will receive information regarding your right to continue coverage under COBRA. Information regarding your [401k/Pension Plan] will be mailed to you separately.

Company Property
Please return all company property, including your laptop, building keys, and ID badge, to [Location/Person] by [Date].

We thank you for your contributions to [Company Name] and wish you the best in your future endeavors. If you have any questions regarding your benefits or the transition process, please contact [HR Representative Name] at [Phone Number/Email].

Sincerely,

[Manager/HR Name]
[Title]
[Company Name]