Date: [Date]

To: [Employee Name]

Position: [Job Title]

Subject: Notice of Role Elimination

Dear [Employee Name],

This letter is to formally notify you that [Company Name] has made the strategic decision to outsource our [Department Name] functions to an external partner. As a result of this transition, your current management position will be eliminated, effective [Last Working Date].

Please understand that this decision is based on organizational restructuring and is in no way a reflection of your individual performance or contributions. We appreciate the leadership you have provided to the team during your tenure.

Regarding your transition:

- **Final Pay:** You will receive your final paycheck on [Date], which includes payment for all hours worked up to your last day and any accrued, unused vacation time.
- **Severance:** [Details regarding severance package, if applicable].
- **Benefits:** Your health insurance and other benefits will continue until [Date]. You will receive separate information regarding COBRA and benefit conversion options.
- **Company Property:** Please return all company-owned equipment (laptop, keys, badges) to [Department/Person] by [Date].

We will provide outplacement services to assist you in your career transition. Details for these services are attached to this letter.

Thank you for your service and dedication to [Company Name]. We wish you the very best in your future professional endeavors.

Sincerely,

[Name]
[Title]
[Company Name]