**Date:** [Date]

**To:** [Employee Name]

**Position:** [Job Title]

**Subject: Notice of Role Elimination and Layoff**

Dear [Employee Name],

Please be advised that [Company Name] has made the strategic decision to transition its administrative functions to an external outsourcing partner. As a result of this restructuring, your position as [Job Title] is being eliminated, and your employment will terminate effective [Last Working Date].

This decision is based on organizational restructuring and is not a reflection of your individual performance or contributions. We appreciate the administrative support you have provided during your tenure.

**Final Pay and Benefits:**

- **Final Paycheck:** You will receive your final wages, including any accrued but unused vacation time, on [Date].
- **Severance:** [Detail severance package details or state "Not applicable"].
- **Benefits:** Your health insurance coverage will continue through [Date]. You will receive a separate notice regarding COBRA enrollment.

**Company Property:**

Please return all company property, including keys, ID badges, and computer equipment, to [Department/Name] by [Time/Date].

**Outplacement Support:**

[Detail any career transition services provided, or delete this section].

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

Thank you for your service to [Company Name]. We wish you success in your future endeavors.

Sincerely,

[Signature]

[Name of Manager/HR Representative]
[Title]