[Date]

[Employee Name]
[Employee ID]
[Address]

Subject: Notification of Employment Termination

Dear [Employee Name],

Please be advised that your position as [Job Title] is being eliminated effective [Last Working Date].

This decision is the result of a strategic restructuring of our internal operations. To ensure strict adherence to evolving statutory compliance requirements and to optimize operational efficiency, the company has decided to outsource the functions previously performed by your department to a specialized third-party provider.

This action is final and is not a reflection of your individual performance. As a result of this role elimination, your employment with [Company Name] will terminate on [Termination Date].

Final Pay and Benefits:

- Your final paycheck, including payment for hours worked up to your last day and any accrued but unused vacation time, will be issued on [Date].
- Your healthcare coverage will continue through [Date]. Information regarding COBRA enrollment will be sent to you via separate mail.
- [Optional: Information regarding severance pay or outplacement services].

Company Property:

Please return all company property, including keys, badges, laptops, and mobile devices, to the Human Resources department by [Date].

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

Sincerely,

[Your Name]
[Your Title]
[Company Name]