[Date]

[Employee Name]
[Employee ID]
[Department]

Subject: Notification of Position Elimination and Phased Transition

Dear [Employee Name],

This letter is to formally notify you that [Company Name] has made the strategic decision to outsource the functions currently performed by your department to a third-party service provider. As a result of this restructuring, your position as [Job Title] will be eliminated.

To ensure a smooth transfer of responsibilities, your departure will occur through a phased transition. Your employment is scheduled to end on [Final Employment Date].

Transition Schedule:

- **Phase 1 (Current - Date):** Continuation of regular duties.
- **Phase 2 (Date - Date):** Knowledge transfer and documentation of processes for the outsourcing partner.
- **Phase 3 (Date - Final Date):** Handover completion and final administrative tasks.

Severance and Benefits:

Upon the successful completion of the transition period and your final day of employment, you will be eligible for a severance package contingent on the signing of a separation agreement. This package includes:

- [Number] weeks of severance pay.
- Payment for accrued but unused vacation time.
- [Details regarding health insurance/COBRA].

Outplacement Support:

To assist you during this time, we are providing access to outplacement services, including resume writing and career coaching, effective [Date].

We want to thank you for your contributions to [Company Name]. We will provide you with the full separation agreement and additional transition resources by [Date].

Please contact [HR Contact Name] at [Phone/Email] if you have any immediate questions regarding this transition.

Sincerely,

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