[Company Letterhead]

[Date]

[Employee Name]
[Employee Title]
[Employee ID]

Subject: Notice of Corporate Reorganization and Position Elimination

Dear [Employee Name],

Please be advised that [Company Name] is currently undergoing a strategic corporate reorganization to streamline operations and better align our leadership structure with our long-term business objectives. As a result of this restructuring, we are reducing the number of leadership positions within the [Department Name] department.

Regrettably, we are writing to inform you that your position as [Job Title] has been eliminated, effective [End Date]. This decision is based on organizational requirements and is not a reflection of your individual performance or contributions to the company.

Final Compensation and Benefits
Your final paycheck, which includes payment for work performed through your last day and any accrued but unused vacation time, will be issued on [Date] via [Payment Method]. Your healthcare benefits will continue through [Date], after which you will receive information regarding COBRA enrollment.

Severance Package
To assist with your transition, the company is offering you a severance package consisting of [Number] weeks of pay. This offer is contingent upon the signing of a Separation Agreement and General Release, which is attached to this letter. Please review and return this document by [Deadline Date].

Company Property
Please arrange to return all company property, including your laptop, building keys, and corporate credit cards, to [Department/Person] by [Date/Time].

Outplacement Services
To support your career transition, we are providing access to [Service Provider Name] for professional outplacement coaching and resume assistance for a period of [Number] months.

We thank you for your service and leadership at [Company Name] and wish you success in your future professional endeavors.

Sincerely,

[Signature]

[Name of Sender]
[Title]
[Company Name]