

[Date]

[Employee Name]
[Employee Address]
[City, State, Zip Code]

Dear [Employee Name],

This letter is to formally notify you that your position as [Job Title] is being eliminated due to [reason for elimination, e.g., organizational restructuring / business downsizing], effective [Last Working Day Date].

As a remote employee, please note the following instructions regarding your transition:

- **Final Pay:** Your final paycheck, including any accrued vacation time and outstanding wages, will be issued on [Date] via [Direct Deposit/Mail].
- **Benefits:** Your health insurance and other benefits will continue until [Date]. You will receive a separate COBRA package via mail.
- **Company Equipment:** A prepaid shipping box will be sent to your home address. Please return your laptop, monitor, and any other company-owned assets by [Return Date].
- **Severance:** [Detail severance package information or state "You are eligible for severance as outlined in the attached agreement"].

Please return the signed separation agreement by [Date]. If you have any questions regarding your compensation or benefits, please contact [HR Contact Name] at [HR Email/Phone Number].

We thank you for your contributions to the company and wish you the best in your future endeavors.

Sincerely,

[Manager Name]
[Company Name]