

[Company Letterhead]

[Date]

[Employee Name]

[Employee Address]

[City, State, Zip Code]

**Subject: Notification of Role Elimination**

Dear [Employee Name],

This letter is to formally notify you that your telecommuting position as [Job Title] is being eliminated effective [Last Working Day Date]. This decision is due to [reason for elimination, e.g., corporate restructuring / organizational changes] and is not a reflection of your individual performance.

As a result of this elimination, your employment with [Company Name] will terminate on [Termination Date].

**Severance Package**

To assist with your transition, the company is offering you a severance package consisting of:

- [Number] weeks of base salary, totaling \$[Amount].
- Payment for accrued but unused vacation time/PTO.
- [Details regarding health insurance continuation/COBRA].
- [Outplacement services, if applicable].

**Conditions of Severance**

To receive the severance pay mentioned above, you are required to sign and return the attached Separation Agreement and General Release by [Deadline Date]. Please review this document carefully.

**Company Property**

Since you work remotely, please return all company-owned equipment (laptop, monitor, badges, etc.) using the prepaid shipping labels that will be sent to your home address. All items must be returned by [Return Date].

**Benefits and Final Pay**

Your final paycheck, including your regular wages through your last day of work, will be issued on [Date] via [Direct Deposit/Check]. Information regarding your 401(k) and other benefits will be sent to you under separate cover.

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

Sincerely,

[Signature]

[Name of Sender]

[Title]

[Company Name]