

[Date]

[Employee Name]

[Employee ID]

[Address]

Subject: Notification of Remote Workforce Restructuring

Dear [Employee Name],

This letter is to formally notify you that [Company Name] is currently undergoing a restructuring of our remote operations to better align our workforce with our evolving strategic goals. Consequently, we are writing to inform you of how these changes impact your current position.

Status of Your Position

As a result of this restructuring, your position as [Job Title] has been [selected for elimination / modified / transitioned] effective [Date].

Next Steps and Compensation

[Specify details regarding final pay, severance packages if applicable, and the return of company-provided remote equipment such as laptops or monitors].

Benefits and Outplacement Support

Your health benefits will continue until [Date]. We are also providing [List any outplacement services or career counseling] to assist you during this transition period.

Action Required

Please review the attached [Separation Agreement/Updated Contract] and return a signed copy by [Date]. You will receive a separate email regarding the logistics for returning company property.

We want to thank you for your contributions to [Company Name] during your time with us. If you have any questions regarding this notification, please contact [HR Contact Name] at [Email/Phone Number].

Sincerely,

[Your Name]

[Your Title]

[Company Name]