

Date: [Insert Date]

To: [Employee Name]

Position: [Job Title]

Subject: Formal Notice of Remote Position Elimination

Dear [Employee Name],

This letter serves as formal notification that [Company Name] has made the decision to eliminate your current remote work position, effective [Last Date of Remote Work].

Due to changes in [operational requirements / company strategy / departmental restructuring], the duties associated with your role will now be transitioned to [an in-office requirement / a different department / being phased out].

Option A: Offer of In-Office Role

We would like to offer you the opportunity to transition to an in-office version of this role at our [Location] office starting on [Start Date]. Please confirm your acceptance of this transition by [Deadline Date].

Option B: Separation of Employment

As your remote position is being eliminated and an in-office alternative is not available, your employment with [Company Name] will terminate on [Termination Date].

Regarding your transition:

- **Final Pay:** You will receive your final paycheck on [Date], including any accrued vacation time.
- **Company Equipment:** Please return all company-owned hardware (laptop, monitor, etc.) by [Date] via [shipping method/in-person drop off].
- **Benefits:** Information regarding your benefits and COBRA eligibility will be sent under separate cover.

If you have any questions regarding this notice, please contact [HR Contact Name] at [Phone Number/Email].

Sincerely,

[Your Name]

[Your Title]

[Company Name]