

[Company Name]

[Date]

To: [Employee Name]

Subject: Notice of Role Abolishment

Dear [Employee Name],

I am writing to formally notify you that due to [reason for change, e.g., organizational restructuring/operational changes], the position of [Job Title] has been abolished, effective [Effective Date].

Please understand that this decision is based on business requirements and is not a reflection of your individual performance or contributions to the team. As a virtual team member, your transition will be managed as follows:

- **Final Compensation:** Your final paycheck, including payment for [accrued leave/notice period], will be issued on [Date] via [Payment Method].
- **Company Equipment:** Please arrange for the return of company-provided hardware (laptop, monitor, etc.) by [Date]. A prepaid shipping label will be sent to your registered address.
- **System Access:** Your access to company servers, email, and virtual communication tools will be deactivated on [Date/Time].
- **Benefits:** Details regarding your benefits coverage and any applicable severance will be sent in a separate document by the HR department.

We thank you for your hard work and the value you brought to our virtual workspace. We wish you the very best in your future professional endeavors.

Sincerely,

[Your Name]

[Your Title]

[Company Name]