

[Date]

[Employee Name]

[Employee ID]

[Home Address]

Subject: Notification of Position Elimination

Dear [Employee Name],

Please accept this letter as formal notification that your current remote position as [Job Title] is being eliminated, effective [End Date].

This decision is the result of [Reason: e.g., corporate restructuring / changes in operational requirements / departmental downsizing] and is not a reflection of your individual performance.

Regarding your transition:

- **Final Pay:** You will receive your final paycheck on [Date], including payment for all hours worked up to your final day and [mention accrued vacation/PTO if applicable].
- **Benefits:** Your health insurance and other benefits will continue until [Date]. You will receive a separate package regarding COBRA and benefit conversion options.
- **Severance:** [Detail severance package if applicable, or state "You are eligible for severance as outlined in the attached agreement"].
- **Company Equipment:** As a remote employee, you are required to return all company property, including your [laptop, monitor, headset, etc.]. A prepaid shipping label and box will be sent to your home address on [Date].

If you have questions regarding your final compensation or benefits, please contact the Human Resources Department at [HR Phone Number] or [HR Email].

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

Sincerely,

[Signature]

[Manager Name]

[Title]

[Company Name]