

Date: [Date]

To: [Employee Name]

Remote Location: [Employee State/Country]

Subject: Notification of Role Reduction

Dear [Employee Name],

This letter is to formally notify you that your position as [Job Title] is being eliminated due to a business restructuring within our distributed workforce. Your last day of employment with [Company Name] will be [Last Working Date].

As a remote employee, please review the following information regarding your transition:

- **Final Pay:** Your final paycheck, including any accrued vacation or PTO (subject to local labor laws), will be issued via [Direct Deposit/Check] on [Date].
- **Severance:** [Detail severance package if applicable, or mention a separate agreement].
- **Benefits:** Your health insurance and other benefits will continue until [Date]. You will receive a separate email regarding COBRA or benefit conversion options.
- **Company Equipment:** A prepaid shipping label and packaging will be sent to your home address on file. Please return your laptop, monitor, and other company-owned assets by [Return Date].
- **Systems Access:** Your access to company Slack, email, and internal servers will be deactivated on [Time] on your final day.

We want to thank you for your contributions to the team. If you have any questions regarding your exit, please contact the HR department at [HR Email Address].

Sincerely,

[Sender Name]

[Sender Title]

[Company Name]