

[Date]

[Employee Name]

[Employee ID]

[Address]

Subject: Notice of Remote Department Closure

Dear [Employee Name],

This letter is to formally notify you that [Company Name] has made the difficult decision to close the [Department Name] department, effective [Date].

As this is a remote department closure, your position as [Job Title] will be eliminated. Your final day of employment is expected to be [Last Working Day].

Regarding your transition, please note the following:

- **Compensation:** You will receive your final paycheck, including payment for [accrued vacation/PTO], on [Date].
- **Benefits:** Your health insurance and other benefits will continue until [Date]. Information regarding COBRA and benefit conversion will be sent separately.
- **Company Equipment:** Please follow the attached instructions to return your company-issued laptop and equipment via the provided prepaid shipping label by [Date].
- **Severance:** [Details regarding severance pay, if applicable, or reference to an attached agreement].

We want to thank you for your hard work and contributions to the team. We are available to provide a letter of recommendation to assist in your future job search.

If you have any questions regarding your final pay or benefits, please contact [HR Contact Name] at [HR Email/Phone Number].

Sincerely,

[Your Name]

[Your Title]

[Company Name]