

[Company Name]
[Address]
[City, State, Zip Code]

[Date]

[Employee Name]
[Employee ID]
[Department]

Subject: Notification of Role Elimination due to Department Relocation

Dear [Employee Name],

Please be advised that [Company Name] has made the strategic decision to relocate the [Department Name] department from our [Current Location] office to our facility in [New Location, City, State]. This relocation is scheduled to be completed by [Effective Date].

As a result of this restructuring and relocation, we regret to inform you that your current position as [Job Title] will be eliminated at the [Current Location] office effective [Last Working Day].

[Select one option below:]

Option A: Relocation Offer

We would like to offer you the opportunity to transition with the department to [New Location]. If you choose to accept this relocation, your seniority and benefits will remain intact. Please notify [HR Contact Name] of your decision by [Deadline Date].

Option B: Separation

Because your role is being eliminated and relocation is not being offered/is not feasible, your employment with [Company Name] will conclude on [Last Working Day].

Regarding your transition:

- **Severance:** [Details regarding severance pay or "Refer to attached separation agreement"].
- **Benefits:** Your health insurance coverage will continue through [Date]. Information regarding COBRA enrollment will be mailed to you separately.
- **Outplacement:** The company is providing outplacement assistance through [Provider Name] to support your job search.
- **Final Pay:** Your final paycheck, including payment for any accrued but unused vacation time, will be issued on [Date].

We want to thank you for your dedicated service and contributions to the [Department Name] team. If you have any questions regarding your benefits or the transition process, please contact [HR Representative Name] at [Phone/Email].

Sincerely,

[Signature]

[Name of Manager/HR Director]

[Title]