

[Date]

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

Subject: Notice of Position Elimination

Dear [Employee Name],

Please accept this letter as formal notification that your position as Shift Supervisor with [Company Name] is being eliminated due to [reason for layoff, e.g., restructuring / economic conditions / reduction in force]. Unfortunately, this means your employment will terminate effective [Last Working Day Date].

This decision is based on organizational changes and is in no way a reflection of your individual job performance or your contributions to the team.

Regarding your transition, please note the following information:

- **Final Pay:** You will receive your final paycheck on [Date], which will include payment for all hours worked up to your final day, plus any accrued but unused vacation time.
- **Benefits:** Your health insurance coverage will continue through [Date]. You will receive a separate packet via mail regarding COBRA enrollment and other benefit options.
- **Severance:** [Optional: Details regarding severance pay if applicable, or state "You are eligible for a severance package as outlined in the attached agreement"].
- **Company Property:** Please return all company property, including keys, badges, and equipment, to [Department/Name] by [Date].

We appreciate the leadership you provided during your time as a Shift Supervisor. If you require a letter of recommendation or assistance with your job search, please contact the HR department.

We wish you the best in your future endeavors.

Sincerely,

[Your Name]
[Your Title]
[Company Name]