[Date]

[Employee Name]
[Employee ID]
[Address]

Dear [Employee Name],

This letter is to formally notify you that [Company Name] has made the strategic decision to discontinue the [Product Line Name] product line, effective [Date]. As a result of this discontinuation, your position as [Job Title] is being eliminated.

Your final day of employment will be [Final Working Date].

This decision is based on a change in business direction and is in no way a reflection of your individual performance or contributions to the company. We appreciate the hard work you have dedicated to the [Product Line Name] team.

Regarding your transition:

- **Severance:** You will receive [Amount/Weeks] of severance pay, subject to the signing of a separation agreement.
- **Benefits:** Your health insurance coverage will continue until [Date]. You will receive information regarding COBRA benefits via mail.
- **Unused Time Off:** You will be paid for any accrued but unused vacation time in your final paycheck.
- **Company Property:** Please return all company equipment, including your laptop and ID badge, by [Date].

Human Resources will contact you to schedule an exit interview and to answer any questions you may have regarding your benefits or the transition process.

We thank you for your service and wish you the best in your future endeavors.

Sincerely,

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