[Date]

[Employee Name]
[Job Title]
[Employee ID]

Dear [Employee Name],

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

This decision is part of a broader organizational realignment to focus resources on core growth areas and does not reflect your personal performance or contributions to the company. We recognize the leadership and expertise you have provided during your tenure.

Your final day of employment will be [Final Working Date]. Regarding your transition, please find the following details:

- **Severance:** You are eligible for a severance package totaling [Amount/Weeks], contingent upon the signing of a separation agreement.
- **Benefits:** Your health insurance coverage will continue through [Date]. Information regarding COBRA enrollment will be sent under separate cover.
- **Equity/Bonuses:** Details regarding vested options and pro-rated bonuses are outlined in the attached summary.
- **Outplacement:** Executive outplacement services will be available to you starting [Date].

Please return all company property, including laptops, security badges, and proprietary documents, by [Date].

We thank you for your dedicated service and wish you success in your future endeavors. Should you have questions regarding your transition package, please contact [HR Contact Name] at [Phone/Email].

Sincerely,

[Signature]

[Sender Name]
[Sender Title]
[Company Name]