[Date]

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

Subject: Notice of Redundancy - Discontinuation of [Product Line Name]

Dear [Employee Name],

I am writing to formally notify you that [Company Name] has made the difficult 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.

Please be advised that 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 team.

As you work remotely, the following transition steps will apply:

- **Final Pay:** Your final paycheck, including payment for hours worked and accrued [Vacation/PTO] time, will be issued on [Date] via [Direct Deposit/Check].
- **Severance:** [Detail severance package details here, or state "You are eligible for a severance package as detailed in the attached agreement"].
- **Benefits:** Your health insurance coverage will continue through [Date]. Information regarding COBRA and benefits conversion will be sent to your personal email address.
- **Company Equipment:** We will provide a pre-paid shipping label and packaging for the return of your company-issued [Laptop/Monitor/Other Equipment]. Please ensure all items are shipped back by [Return Date].

We want to thank you for your hard work and the dedication you have shown to [Company Name]. We are happy to provide a letter of recommendation to assist in your future job search.

If you have any questions regarding your compensation or benefits, please contact [HR Contact Name] at [HR Email Address].

Sincerely,

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