[Date]

[Employee Name]
[Employee ID]
[Department/Station]

Subject: Notice of Termination of Employment due to Product Line Discontinuation

Dear [Employee Name],

This letter is to formally notify you that [Company Name] has made the difficult decision to permanently discontinue the [Name of Product Line] manufacturing line. As a result of this discontinuation, your position as [Job Title] will be eliminated.

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

This decision is based solely on the strategic cessation of this specific product line and is in no way a reflection of your individual job performance or contribution to the manufacturing division.

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.
- **Severance:** [Details regarding severance pay, if applicable, or reference to a separate agreement].
- **Benefits:** Your health insurance coverage will continue until [Date]. Information regarding COBRA and benefit conversion will be mailed to your home address.
- **Company Property:** Please return all company-issued tools, safety equipment, badges, and keys to the HR office by [Time] on your final day.

We thank you for your hard work and your service to the [Name of Product Line] team. If you have questions regarding your transition or need an employment reference, please contact the Human Resources Department at [Phone Number] or [Email Address].

Sincerely,

[Signature]
[Name of Manager/HR Representative]
[Title]
[Company Name]