Date: [Date]

To: [Employee Name]

Employee ID: [ID Number]

Subject: Notice of Redundancy Due to Product Line Discontinuation

Dear [Employee Name],

I am writing to formally notify you that [Company Name] has made the strategic decision to discontinue the [Software Product Name] product line within our Software Division, effective [Date].

As a result of this product discontinuation, your position as [Job Title] has been made redundant. This means your employment with [Company Name] will terminate on [Final Working Date].

This decision is based solely on a shift in business strategy and the retirement of the specific product line you support. It is in no way a reflection of your individual performance or contributions to the team.

Next Steps and Compensation:

- **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:** [Detail severance package details if applicable, e.g., "You are eligible for X weeks of severance pay"].
- **Benefits:** Your health insurance coverage will continue until [Date]. Information regarding COBRA and benefit transitions will be sent via mail.
- **Company Property:** Please return your laptop, building keys, and [other equipment] by [Date] to [Department/Location].

We want to thank you for your hard work and dedication to the [Software Product Name] team. We are prepared to provide you with a letter of recommendation to assist in your future career endeavors.

A member of the HR team will contact you shortly to schedule a meeting to discuss these details and answer any questions you may have.

Sincerely,

[Name]
[Title]
[Company Name]