[Date]

[Employee Name]
[Employee ID]
[Department]

Subject: Notice of Employment Termination

Dear [Employee Name],

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

Your final day of employment will be [Last Working Date]. This decision is based solely on the discontinuation of this specific retail line and is not a reflection of your individual job performance.

Regarding your transition:

- **Final Pay:** You will receive your final paycheck on [Date], which will include all hours worked up to your last day and any accrued, unused vacation time.
- **Severance:** [Detail severance package details or state "You are eligible for a severance package as outlined in the attached document"].
- **Benefits:** Your health insurance coverage will continue until [Date]. Information regarding COBRA and benefit conversion will be sent to your home address.
- **Company Property:** Please return all company property, including keys, badges, and equipment, to [Department/Person] by [Date].

We appreciate the contributions you have made to the Retail Division during your time with us. If you have any questions regarding your benefits or transition assistance, please contact the Human Resources Department at [Phone Number] or [Email Address].

We wish you the best in your future professional endeavors.

Sincerely,

[Name]
[Title]
[Company Name]