[Date]

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

Subject: Notification of Redundancy

Dear [Employee Name],

Please accept this letter as formal notification that your position as [Job Title] is being eliminated due to the permanent discontinuation of the [Product Line Name] product line, effective [Last Working Date].

This decision is the result of a strategic shift in the company's portfolio and is in no way a reflection of your individual performance or contributions. As a member of our middle management team, we recognize the leadership you have provided to your department.

As part of this transition, you will receive the following:

- **Severance:** A payment of [Amount/Weeks of Pay] as outlined in the attached agreement.
- **Benefits:** Health insurance coverage will continue until [Date]. Information regarding COBRA will be sent separately.
- **Outplacement Services:** Access to [Service Name] to assist with your career transition and executive coaching.
- **Final Pay:** Your final paycheck, including all accrued but unused vacation time, will be issued on [Date].

We request that you return all company property, including your laptop, building keys, and corporate credit cards, to Human Resources by [Date].

A representative from Human Resources will contact you today to schedule a meeting to discuss these details further and answer any questions you may have.

We thank you for your service to [Company Name] and wish you the best in your future professional endeavors.

Sincerely,

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