[Date]

[Employee Name]
[Employee ID]
[Department]

Subject: Notice of Separation due to Product Line Discontinuation

Dear [Employee Name],

Please be advised that [Company Name] has made the strategic decision to discontinue the [Product Line Name] product line, effective [Date]. As a result of this discontinuation, we are restructuring our support operations, which unfortunately results in the elimination of your position as [Job Title].

Your final day of employment will be [Last Working Day]. This decision is based solely on the discontinuation of the product line and is in no way a reflection of your individual performance or contributions to the team.

Regarding your transition, please note the following:

- **Final Pay:** You will receive your final paycheck on [Date], which includes payment for hours worked up to your last day and [accrued vacation/PTO], subject to legal requirements.
- **Severance:** [Detail severance package if applicable, or state "You are eligible for severance as outlined in the attached agreement"].
- **Benefits:** Your health insurance coverage will continue until [Date]. Information regarding COBRA and benefit conversion will be sent to you via mail.
- **Company Property:** Please return all company equipment (laptop, keys, ID badge) to [Department/Location] by [Date].

We want to thank you for your dedicated service and support. If you require a letter of recommendation or have questions regarding your transition, please contact the Human Resources department at [Phone Number] or [Email].

We wish you the very best in your future endeavors.

Sincerely,

[Manager Name]
[Title]
[Company Name]