[Date]

[Employee Full Name]
[Employee ID]
[Branch Location]

Subject: Notice of Termination Due to Product Line Discontinuation

Dear [Employee Name],

This letter is to formally notify you that [Company Name] has made the strategic decision to discontinue the [Product Line Name] global product line. As a result of this discontinuation, your position as [Job Title] at the [Branch Office Location] branch is being eliminated.

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

This decision is based on a global business restructuring and is not a reflection of your individual performance. We understand the impact this has on our international team members and are committed to supporting you through this transition.

According to your employment contract and local labor laws in [Country], you will receive the following:

- Severance Pay: [Details of amount or formula]
- Unused Leave: Payment for [Number] days of accrued vacation/annual leave.
- Benefits: Your health insurance and other benefits will continue until [Expiry Date].
- Final Paycheck: To be issued on [Date] via [Payment Method].

Please return all company property, including your laptop, security badge, and corporate credit cards, to the HR Department by [Date].

We will provide a formal reference letter highlighting your contributions to the [Product Line Name] team. If you have questions regarding your compensation or local exit procedures, please contact [HR Representative Name] at [Email Address].

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

Sincerely,

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