[Company Name]
[Address]
[City, State, Zip Code]

[Date]

[Employee Name]
[Employee ID]
[Department]

Subject: Notice of Phased Separation Due to Product Line Discontinuation

Dear [Employee Name],

We are writing to formally notify you that [Company Name] has made the strategic decision to discontinue the [Product Line Name] product line. As a result of this discontinuation, your position as [Job Title] will be eliminated.

To ensure a smooth transition and the fulfillment of final obligations, we are implementing a phased shutdown. Your employment will continue through a transition period, with your final date of employment expected to be [Final Working Date].

Transition Schedule and Retention:
During this phased period, your primary responsibilities will include [Key Transition Tasks/Knowledge Transfer]. If you remain actively employed and in good standing through [Final Working Date], you will be eligible for [details of retention bonus or specific severance, if applicable].

Compensation and Benefits:
- Your final paycheck will include all wages earned up to your last day, plus any accrued but unused [Vacation/PTO], subject to state law and company policy.
- Your health insurance coverage will continue until [Benefit End Date]. After this, you will receive information regarding COBRA or other benefit conversion options.
- [Optional: Details regarding severance pay, outplacement services, or career counseling].

Company Property:
Please arrange to return all company property, including [keys, laptops, badges, etc.], to the HR department on or before your final day.

We want to express our sincere gratitude for your contributions to the [Product Line Name] team. This decision is based solely on a business strategy shift and is no reflection of your individual performance.

If you have any questions regarding your benefits or the transition process, please contact [HR Contact Name] at [Phone Number/Email].

Sincerely,

[Signature]
[Name of Sender]
[Title]