Date: [Insert Date]

To: [Employee Name]
Position: [Employee Job Title]

Subject: Notice of Termination of Employment

Dear [Employee Name],

Please be advised that [Company Name] has made the strategic decision to discontinue the [Insert Product Line Name] product line. As a result of this permanent discontinuation, your position is being eliminated effective immediately, [Insert Date].

This decision is based solely on the closure of this specific business unit and is in no way a reflection of your individual job performance.

Your final paycheck, which includes payment for work performed through today and [Insert details about accrued vacation/PTO if applicable], will be issued via [Insert method: e.g., direct deposit/check] on [Insert Date].

Regarding your benefits:

- Health insurance coverage will continue until [Insert Date].
- Information regarding COBRA enrollment will be sent to your home address via mail.
- [Insert details about severance pay, if applicable].

Please return all company property, including [Insert items: e.g., laptop, keys, ID badge], to [Insert Department/Person] by [Insert Time/Date].

If you have questions regarding your compensation or benefits, please contact the Human Resources department at [Insert Phone Number] or [Insert Email Address].

We thank you for your contributions to the [Insert Product Line Name] team and wish you the best in your future endeavors.

Sincerely,

[Your Name]
[Your Title]
[Company Name]