

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

[Date]

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

Dear [Employee Name],

Please accept this letter as formal notification that your position as [Job Title] with [Company Name] is being eliminated, effective [Termination Date].

This decision is the result of a [restructuring / reorganization / downsizing] within the company and is in no way a reflection of your individual performance or contributions. Due to these business changes, your current role is no longer required.

Regarding your transition:

- **Final Pay:** Your final paycheck, including payment for all hours worked up to your final date and any accrued unused vacation time, will be issued on [Date].
- **Severance:** [Details regarding severance pay, if applicable, or "You are not eligible for severance pay"].
- **Benefits:** Your health insurance and other benefits will continue until [Date]. You will receive a separate packet regarding COBRA enrollment and retirement plan options.
- **Company Property:** Please return all company property, including keys, laptop, and ID badge, to [Department/Person] by [Date].

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

Sincerely,

[Signature]  
[Name of Manager/HR Representative]  
[Title]