

[Date]

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

Subject: Notification of Role Elimination

Dear [Employee Name],

Please accept this letter as formal notification that your position as [Job Title] is being eliminated due to [reason for elimination, e.g., a company restructuring / a reduction in force / business reorganization], effective [End Date].

This decision is final and is not a reflection of your individual performance. We have carefully reviewed our current business needs and have determined that this change is necessary for the long-term goals of the company.

Regarding your transition:

- **Final Pay:** You will receive your final paycheck on [Date], which will include payment for all hours worked up to your final day plus [accrued vacation time/other].
- **Severance:** [Detail severance package details here, or state "You are eligible for a severance package as outlined in the attached document"].
- **Benefits:** Your health insurance and other benefits will continue until [Date]. You will receive separate information regarding COBRA and benefit conversion options.
- **Company Property:** Please return all company equipment, including your [laptop, keys, ID badge], by [Date].

We would like to thank you for your contributions to [Company Name] and wish you the best in your future endeavors. If you have any questions regarding this transition, please contact [HR Representative Name] at [Phone Number/Email].

Sincerely,

[Manager Name]
[Title]
[Company Name]