[Date]

[Employee Name]
[Employee ID]
[Department]

Subject: Notice of Position Elimination

Dear [Employee Name],

Please be advised that [Company Name] is currently undergoing a formal corporate restructuring to better align our resources with our strategic business objectives. Regrettably, as a result of this restructuring, your position as [Job Title] is being eliminated, effective [End Date].

This decision is based on organizational changes and is not a reflection of your individual job performance.

Regarding your transition, please note the following information:

- **Final Pay:** You will receive your final paycheck on [Date], which includes payment for all hours worked up to your final day plus any accrued, unused vacation time.
- **Severance:** [Detail severance package information or refer to an attached agreement].
- **Benefits:** Your health insurance coverage will continue through [Date]. You will receive a separate package regarding COBRA enrollment and other benefit extensions.
- **Company Property:** Please return all company equipment (laptop, keys, ID badge) to [Department/Person] by [Date].

We want to thank you for your contributions to [Company Name] and wish you the best in your future endeavors. If you have questions regarding your transition package, please contact [HR Contact Name] at [Phone/Email].

Sincerely,

[Signature]

[Name of Sender]
[Title]
[Company Name]