[Date]

[Employee Name]
[Employee ID]
[Department]

Subject: Notification of Role Elimination

Dear [Employee Name],

Please be advised that [Company Name] is currently undergoing a formal reorganization of the [Department Name] department to better align our resources with current business objectives. As a result of this restructuring, we have made the difficult decision to eliminate several positions within the department.

Regrettably, this means your position as [Job Title] will be eliminated, and your employment with [Company Name] will terminate effective [Last Working Date].

This decision is based solely on the structural changes within the department and is in no way a reflection of your individual job performance or contributions to the team.

During your transition, you will receive the following:

- **Final Pay:** Your final paycheck, including all hours worked up to [Last Working Date] and any accrued, unused vacation time, will be issued on [Date].
- **Severance:** [Detail severance package information or refer to attached agreement].
- **Benefits:** Your health insurance coverage will continue through [Date]. Information regarding COBRA and benefit conversion will be sent to you via mail.
- **Outplacement Services:** [Detail any career transition support provided, if applicable].

We request that you return all company property, including your laptop, building keys, and ID badge, to [Department/Name] by [Date].

A representative from Human Resources will contact you to schedule a meeting to discuss these details further and answer any questions you may have regarding your benefits and transition.

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

Sincerely,

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