[Date]

[Employee Name]
[Employee ID]
[Department]

Subject: Notification of Position Elimination

Dear [Employee Name],

Please accept this letter as formal notification that [Company Name] is currently undergoing a strategic restructuring due to company downsizing. Regrettably, as a result of this process, your position as [Job Title] has been eliminated.

Your final day of employment will be [Final Date]. This decision is in no way a reflection of your individual performance, but is strictly due to the reduction in workforce across the organization.

Regarding your transition, please note the following:

- **Compensation:** You will receive your final paycheck on [Date], which will include payment for all hours worked up to your final day plus any accrued but unused vacation time.
- **Benefits:** Your health insurance and other benefits will continue through [Date]. You will receive a separate package via mail regarding COBRA enrollment and retirement account options.
- **Severance:** [Detail severance package information or state "You are eligible for a severance package as outlined in the attached agreement"].
- **Company Property:** Please return all company property, including keys, laptop, and ID badges, to the HR office by [Date].

We want to thank you for your service and contributions to [Company Name]. We are prepared to provide you with a letter of recommendation to assist in your future job search.

If you have any questions regarding your benefits or the transition process, please contact [HR Contact Name] at [Phone/Email].

Sincerely,

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