[Company Letterhead]

[Date]

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

Subject: Notification of Position Elimination

Dear [Employee Name],

As you are aware, [Company A] and [Company B] recently completed a merger to form [New Company Name]. As part of this transition, the company has conducted a comprehensive review of our combined organizational structure to eliminate redundancies and align our resources with our new strategic goals.

We regret to inform you that because of this restructuring, your position as [Job Title] has been eliminated, and your employment will terminate effective [Last Working Day Date].

This decision is based solely on the structural changes following the merger and is in no way a reflection of your individual performance or contributions to the company.

To assist you during this transition, the company is offering the following support:

- **Severance:** You are eligible for a severance package contingent upon the signing of a separation agreement. Details are attached.
- **Benefits:** Your health insurance coverage will continue through [Date]. You will receive separate information regarding COBRA enrollment.
- **Outplacement Services:** We are providing [Number] months of career transition services through [Provider Name].
- **Final Pay:** Your final paycheck, including payment for earned but unused vacation time, will be issued on [Date].

Please return all company property, including keys, badges, and electronic equipment, to [Department/Name] by [Date].

We want to thank you for your service and dedication. We wish you the best in your future professional endeavors.

Sincerely,

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