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

[Date]

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

Subject: Notification of Role Elimination due to Strategic Realignment

Dear [Employee Name],

As we navigate the evolving needs of our business, [Company Name] has recently conducted a comprehensive review of our organizational structure. To better align our resources with our long-term strategic goals and operational priorities, we have made the difficult decision to restructure several departments.

Regrettably, we are writing to inform you that your position as [Job Title] is being eliminated as part of this strategic realignment. Your final day of employment with the company will be [Last Working Day Date].

Please be assured that this decision is a result of organizational changes and is in no way a reflection of your individual performance or contributions to the team. We truly value the work you have done during your tenure with us.

Regarding your transition, the following details apply:

- **Compensation:** You will receive your final paycheck on [Date], which will include payment for work completed through your final day and any accrued, unused vacation time.
- **Severance:** [Detail severance package details, if applicable, e.g., "You are eligible for a severance package contingent upon signing a separation agreement."]
- **Benefits:** Your health insurance and other benefits will continue until [Date]. You will receive a separate package via mail regarding COBRA and benefit conversion options.
- **Company Property:** Please return all company-owned equipment (laptop, keys, badges) by [Date/Time] to [Department/Person].
- **Outplacement Support:** [Mention if outplacement services or career coaching are provided].

An HR representative will meet with you on [Date] at [Time] to discuss these details in more depth and answer any questions you may have.

We thank you for your professionalism and the dedication you have shown to [Company Name]. We wish you the very best in your future professional endeavors.

Sincerely,

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