[Date]

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

Subject: Notice of Position Elimination

Dear [Employee Name],

I am writing to formally notify you that [Company Name] is currently facing significant budget constraints. As a result of a mandatory budget reduction strategy, we have had to make the difficult decision to restructure our operations and reduce our workforce.

Regrettably, this means that your position as [Job Title] is being eliminated, effective [Last Working Day]. Please understand that this action is strictly a result of financial necessity and is in no way a reflection of your individual performance or contributions to the team.

Regarding your transition, please note the following information:

- **Final Pay:** 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.
- **Severance:** [Details regarding severance pay, if applicable, or reference to an attached agreement].
- **Benefits:** Your health insurance and other benefits will continue through [Date]. You will receive a separate packet regarding COBRA enrollment and benefit portability.
- **Company Property:** Please return all company property, including keys, laptop, and badges, to [Department/Person] by [Date].

We appreciate the service you have provided to [Company Name] and wish you the very best in your future professional endeavors. If you have any questions regarding your compensation or benefits, please contact [HR Contact Name] at [Phone Number/Email].

Sincerely,

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