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

[Date]

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

Dear [Employee Name],

I am writing to formally notify you that [Company Name] has decided to outsource the functions of the [Department Name] department to an external service provider. As a result of this transition, your position as [Job Title] will be eliminated, effective [Last Working Date].

This decision is part of a strategic shift to optimize our business operations and does not reflect in any way on your individual performance or contributions to the company.

Transition Period and Support
Between now and your final date, we request your assistance in ensuring a smooth handover of your responsibilities. [Optional: Mention specific transition tasks or training of the new provider].

Compensation and Benefits
You will receive your regular salary and benefits through your final date of employment. Additionally, you are eligible for the following:

- [Severance Pay Details]
- [Payment for Accrued PTO/Vacation]
- [Outplacement Services Information]
- [Health Insurance/COBRA Information]

Next Steps
A member of the Human Resources team will contact you shortly to schedule a meeting to discuss your separation package in detail and answer any questions regarding your benefits and final paycheck.

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

Sincerely,

[Manager Name]
[Title]
[Company Name]