

[Date]

[Employee Name]
[Employee Address Line 1]
[Employee Address Line 2]

Re: Notice of Position Elimination and Termination of Employment

Dear [Employee Name],

We regret to inform you that, due to [reason for elimination, e.g., organizational restructuring, budgetary constraints, etc.], your position of [Job Title] has been eliminated, effective [Termination Date].

This decision is not a reflection of your performance or contributions, but rather a necessary organizational action. Your employment with [Company Name] will end as of [Last Working Day].

You will receive all earned compensation and applicable benefits through your final day of employment. Information regarding your final paycheck, benefits, and any severance (if applicable) will be provided to you separately.

Please return all company property by your last day of employment. Should you have any questions about this transition or your benefits, please contact [HR Contact Name/Department] at [HR Contact Details].

We thank you for your service and wish you the best in your future endeavors.

Sincerely,

[Manager/Supervisor Name]
[Title]
[Company Name]