

# Notice of Job Elimination

Date: [Insert Date]

Dear [Employee's Name],

We regret to inform you that due to [reason for job elimination, e.g., organizational restructuring, financial constraints], your position as [Job Title] will be eliminated effective [Last Working Day].

This decision was not made lightly and comes after careful consideration of our current business needs. We appreciate your hard work and dedication during your time with us.

Please know that we are committed to assisting you during this transition. We will provide you with [details about severance packages, job placement assistance, etc.].

Should you have any questions, feel free to reach out to [HR Contact Information].

Thank you for your contributions to [Company Name]. We wish you all the best in your future endeavors.

Sincerely,

[Your Name]

[Your Title]

[Company Name]