

Position Elimination Letter

Date: [Insert Date]

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

Dear [Employee's Name],

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

This decision was not made lightly, and we recognize the contributions you have made to [Company Name] during your time with us. Your efforts have been greatly appreciated.

You will receive [details regarding severance, final paycheck, benefits, etc.]. We encourage you to reach out to [HR/manager's name] if you have any questions or need assistance during this transition.

Thank you for your understanding, and we wish you all the best in your future endeavors.

Sincerely,

[Your Name]
[Your Job Title]
[Company Name]
[Company Address]
[Contact Information]