

Important Announcement Regarding Job Elimination

Dear [Employee's Name],

We hope this message finds you well. It is with a heavy heart that we inform you about a significant change within our company. Due to [reason for job elimination, e.g., restructuring, budget cuts, etc.], we must eliminate your position as [Job Title] effective [last working day].

This decision was not made lightly, and we deeply appreciate your contributions to the team and the company. Your dedication and hard work have been invaluable. As part of this process, we are committed to assisting you in your transition.

Please know that you will receive [details of severance package, outplacement services, etc.] as part of our support for you during this time.

We encourage you to reach out to [HR Contact Name] at [HR Contact Information] if you have any questions or need further assistance.

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

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]