

# Position Elimination Letter

Date: [Insert Date]

[Employee Name]

[Employee Address]

[City, State, Zip Code]

Dear [Employee Name],

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

This decision was not made lightly, and we acknowledge and appreciate your contributions to the company during your tenure. We are committed to supporting you through this transition.

You will receive [details about severance package, benefits, job placement assistance, etc.]. Please feel free to reach out to [HR contact name] at [HR contact information] for further assistance regarding your termination and any questions you may have.

Thank you for your hard work and dedication. We wish you the best in your future endeavors.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]