

# Position Elimination Update

[Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

We are writing to inform you of an important update regarding your position within [Company Name]. Following a thorough review of our business needs and the current economic landscape, we regret to inform you that your position as [Employee's Position] has been eliminated, effective [Last Working Day, Date].

This decision was not made lightly and reflects our commitment to ensuring the long-term viability of our organization. We deeply appreciate your contributions during your time with us.

We will provide you with a severance package, and our HR team is available to assist you with any questions you may have regarding your benefits and next steps.

Thank you for your hard work and dedication to [Company Name]. We wish you all the best in your future endeavors.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]