

Position Elimination Notification

Dear [Employee's Name],

We regret to inform you that due to [specific reason: budget constraints, organizational restructuring, etc.], we have made the difficult decision to eliminate your position as Museum Marketing Specialist effective [date].

This decision was not made lightly, and we appreciate the valuable contributions you have made to our team and the museum.

We are committed to supporting you during this transition. Please feel free to reach out to [HR person's name] at [HR email/phone number] for details regarding your final paycheck and benefits.

We wish you the best of luck in your future endeavors.

Sincerely,
[Your Name]
[Your Title]
[Museum Name]