

Notice of Job Elimination

Date: [Insert Date]

Dear [Employee's Name],

We regret to inform you that due to ongoing operational restructuring efforts, your position as [Job Title] within [Department/Team Name] will be eliminated, effective [Effective Date].

This decision was not made lightly and is part of a broader strategy designed to improve efficiency and align our resources with our long-term goals. We appreciate your contributions to our team during your tenure.

You will receive your final paycheck, including any accrued vacation pay, on your last day of employment. Additionally, you may be eligible for [details about severance package, outplacement services, etc.].

We understand that this news may be difficult to process. Please do not hesitate to reach out to [HR Contact Name] at [HR Contact Information] if you have any questions or need support during this transition.

Thank you for your dedication and hard work during your time with us. We wish you all the best in your future endeavors.

Sincerely,

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