

Notice of Position Elimination

Date: [Insert Date]

To: [Employee Name]

Position: [Employee Position]

Department: [Employee Department]

Dear [Employee Name],

We regret to inform you that due to [brief explanation of reason, e.g., economic circumstances, restructuring], your position as [Employee Position] will be eliminated effective [Last Working Day].

This decision was not made lightly and comes after careful consideration of all options. We appreciate your contributions to the company during your time here.

You will receive [details about severance, benefits, and final pay]. Our HR department is available to assist you with any questions or concerns you may have regarding this transition.

We wish you the best in your future endeavors.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Contact Information]