

# Position Elimination Policy Template

In the event of a position elimination, we follow a structured process to ensure fairness and transparency for all parties involved. This policy outlines the steps that will be taken to handle position eliminations in a respectful and professional manner.

## 1. Notification:

- Employees affected by a position elimination will be notified in writing at least [insert number] days in advance.
- The notification will include the reason for the position elimination, the effective date, and any relevant information regarding severance packages or outplacement services.

## 2. Consultation:

- HR will schedule individual meetings with affected employees to discuss the impact of the position elimination and explore potential options for reassignment or retraining.
- Employees will have the opportunity to ask questions and provide input during these consultations.

## 3. Transition:

- HR will work closely with affected employees to develop a transition plan that includes support for finding new employment opportunities, updating resumes, and preparing for interviews.
- Employees will have access to career counseling services and job search resources to assist them in their transition.

## 4. Communication:

- HR will communicate openly and honestly with all employees about the reasons for the position elimination and the steps being taken to support affected employees.
- Regular updates will be provided to ensure transparency throughout the process.

## 5. Compliance:

- All position eliminations will be conducted in compliance with relevant labor laws and company policies.
- HR will ensure that all affected employees receive any entitled benefits and severance packages in accordance with legal requirements.

We understand that position eliminations can be a challenging and emotional experience for employees, and we are committed to supporting them through this transition. Our goal is to handle position eliminations with compassion, professionalism, and integrity.

For more information on position elimination policies, please refer to [insert link to official source].