## **Position elimination policy template**

[Organization name]

Position elimination policy

### **1. Purpose**

The purpose of this policy is to outline the process for eliminating positions within [organization name].

### **2. Scope**

This policy applies to all positions within [organization name].

### **3. Circumstances for position elimination**

Positions may be eliminated due to restructuring, financial difficulties, or a change in business needs.

### **4. Notification process**

Affected employees will be notified in writing by their manager or HR representative. The notification will include the reason for the position elimination, the effective date, and any severance packages or other support that will be provided.

### **5. Severance packages**

Severance packages will be provided to affected employees in accordance with [organization name]'s severance policy.

### **6. Appeals process**

Affected employees may submit an appeal in writing to the HR department within 14 days of receiving notification. The appeal will be reviewed by the HR manager and a response will be provided within 14 days.

### **7. Effective date**

This policy is effective as of [date] and supersedes all previous position elimination policies.

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