

[Date]

[Employee Name]

[Employee Address]

[City, State, Zip Code]

Dear [Employee Name],

As you are aware, you were placed on temporary furlough on [Furlough Start Date] due to [Reason for Furlough, e.g., economic conditions/restructuring]. At that time, we hoped to return you to active employment; however, we have determined that your position is being permanently eliminated.

Please accept this letter as formal notification that your employment with [Company Name] will officially terminate on [Effective Date]. This decision is final and is not a reflection of your individual performance.

Final Pay and Benefits:

Your final paycheck, which includes payment for all hours worked through your last day and any accrued but unused [Vacation/PTO] time, will be issued on [Date] via [Payment Method].

Insurance and COBRA:

Your health insurance coverage will continue through [Date]. Following this, you will receive a separate packet via mail regarding your right to continue coverage through COBRA.

Company Property:

Please return all company property, including [List items: keys, laptop, ID badge], to [Location/Department] by [Date].

Employment Verification:

For future employment verifications, please direct inquiries to [Name/Department] at [Phone Number/Email].

We thank you for your contributions to [Company Name] and wish you the best in your future endeavors.

Sincerely,

[Your Name]

[Your Title]

[Company Name]