

**Date:** [Date]

**To:** [Employee Name]

**Employee ID:** [ID Number]

**Subject: Notice of Separation due to Corporate Restructuring**

Dear [Employee Name],

Please be advised that [Company Name] is currently undergoing a formal corporate restructuring to align our resources with our long-term strategic goals. As a result of this reorganization, your position as [Job Title] is being eliminated, effective [Last Working Day Date].

This decision is a result of organizational changes and does not reflect your individual performance or contributions to the company. We appreciate the work you have done during your tenure with us.

**Final Pay and Benefits:**

- Your final paycheck, including payment for all hours worked up to your final date and any accrued unused vacation time, will be issued on [Date].
- Your health insurance coverage will continue until [Date]. You will receive a separate notice regarding COBRA enrollment.
- Information regarding your 401(k) and other benefits will be mailed to your home address.

**Severance Package:**

In connection with this restructuring, you are eligible for a severance package, provided you sign the attached Separation Agreement. Please review the document and return it to Human Resources by [Deadline Date].

**Company Property:**

Please return all company property, including your laptop, building keys, and ID badge, to [Department/Person] by [Time/Date].

If you have questions regarding your transition or the contents of this letter, please contact [HR Contact Name] at [Phone Number/Email].

We wish you the very best in your future professional endeavors.

Sincerely,

[Name of Sender]  
[Title]  
[Company Name]