

[Date]

[Employee Name]

[Employee Address]

[City, State, Zip Code]

Subject: Notice of Separation of Employment

Dear **[Employee Name]**,

This letter is to formally notify you that your position as **[Job Title]** with **[Company Name]** is being eliminated effective **[Termination Date]**. This decision is a direct result of necessary budget reductions and does not reflect your individual performance.

To assist you during this transition, the company is offering you a severance package which includes:

- **Severance Pay:** A total amount of \$[Amount], subject to standard tax withholdings.
- **Unused Vacation:** Payment for [Number] days of accrued but unused PTO/vacation time.
- **Benefits:** Your health insurance coverage will continue until [Date]. Information regarding COBRA enrollment will be sent under separate cover.

To receive the severance pay mentioned above, you must sign and return the attached Separation Agreement and General Release by **[Deadline Date]**.

Please return all company property, including keys, laptop, and security badges, to **[Department/Person]** by your final day of employment.

We thank you for your contributions to **[Company Name]** and wish you the best in your future endeavors. If you have questions regarding your benefits or the transition process, please contact **[HR Contact Name]** at **[Phone Number/Email]**.

Sincerely,

[Signature]

[Name of Sender]

[Title]

[Company Name]