

[Date]

[Employee Name]

[Employee ID]

[Department]

Subject: Notice of Separation due to Company Restructuring

Dear [Employee Name],

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

This decision is based on a change in business requirements and is in no way a reflection of your individual performance or contributions to the company.

Final Pay and Benefits

Your final paycheck, which includes payment for all hours worked up to your final date plus any accrued but unused vacation time, will be issued on [Date/Final Day].

Severance Package

As part of this restructuring, the company is offering you a severance package consisting of [Details of Severance]. To receive these benefits, you must review and sign the attached Separation Agreement by [Deadline Date].

Insurance and Benefits

Your health insurance coverage will continue until [End Date]. Following this, you will receive information regarding COBRA or other benefit extension options via mail.

Company Property

Please return all company property, including [Laptop, Keys, ID Badge, etc.], to [Department/Person] by [Date/Time].

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

Sincerely,

[Signature]

[Sender Name]

[Title]

[Company Name]