

[Date]

[Employee Name]

[Employee ID]

[Department]

Subject: Notice of Termination of Employment due to Restructuring

Dear [Employee Name],

As you are aware, [Company Name] recently completed a merger/acquisition with [Acquiring/Partner Company Name]. Following this transition, the leadership team has conducted a comprehensive review of the new organizational structure to align our resources and eliminate redundant roles.

Regrettably, we are writing to inform you that your position as [Job Title] has been impacted by this restructuring. As a result, your employment will be terminated effective [Last Working Day/Date].

This decision is a result of the corporate merger and is in no way a reflection of your individual performance or contributions to the company.

Regarding your transition:

- **Final Pay:** Your final paycheck, including payment for all hours worked up to your final date and any accrued but unused vacation time, will be issued on [Date].
- **Severance:** You are eligible for a severance package contingent upon the signing of a separation agreement. Details of this package are attached to this letter.
- **Benefits:** Your health insurance and other benefits will continue through [End Date]. Information regarding COBRA and benefits conversion will be sent to your home address via mail.
- **Company Property:** Please return all company property, including laptops, keys, and badges, to [Department/Person] by [Date].

We understand that this is a difficult time. If you have any questions regarding your compensation or benefits, please contact the Human Resources Department at [Phone Number/Email].

We thank you for your service and wish you the best in your future professional endeavors.

Sincerely,

[Signature]

[Name of Sender]

[Title]

[Company Name]