

[Date]

[Employee Name]

[Employee ID]

[Department]

Subject: Notice of Separation Due to Restructuring

Dear [Employee Name],

I am writing to inform you that [Company Name] is currently undergoing a corporate downsizing and restructuring process. As a result of this organizational change, we have made the difficult decision to eliminate several positions. Regrettably, your position as [Job Title] is being eliminated, and your employment will terminate on [Final Working Date].

This decision is due to business restructuring and is not a reflection of your individual job performance or contributions to the company.

Regarding your transition, please note the following information:

- **Final Pay:** Your final paycheck, including payment for all hours worked up to [Final Date] and any accrued but unused vacation time, will be issued on [Date].
- **Severance:** [Detail severance package information or state "You will receive a separate document outlining your severance agreement"].
- **Benefits:** Your health insurance and other benefits will continue through [Date]. Information regarding COBRA and benefit conversion will be sent to your home address.
- **Company Property:** Please return all company equipment, including your laptop, keys, and security badges, to [Department/Location] by [Date].

We will provide you with a formal reference and any necessary documentation to assist with your future employment search. If you have questions regarding your compensation or benefits, please contact [HR Representative Name] at [Phone Number/Email].

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

Sincerely,

[Name]

[Title]

[Company Name]