

[Company Name]
[Company Address]
[City, State, Zip Code]

[Date]

[Employee Name]
[Employee Address]
[City, State, Zip Code]

Re: Notice of Separation of Employment

Dear [Employee Name],

Please be advised that [Company Name] has made the strategic decision to relocate our facility currently located at [Current City/Location] to a new site in [New City/Location]. As part of this facility relocation and subsequent organizational restructuring, we regret to inform you that your position as [Job Title] is being eliminated.

Your final day of employment with the company will be [Last Working Date].

This decision is a result of the operational changes associated with the relocation and is in no way a reflection of your individual job performance.

Compensation and Benefits:

You will receive your final paycheck on [Date], which will include payment for all hours worked up to your last day, as well as any accrued but unused [Vacation/PTO] time, as required by law and company policy.

Severance Package:

[Optional: You are eligible for a severance package contingent upon the signing of a separation agreement. Details of this package are attached to this letter for your review.]

Benefits Coverage:

Your health insurance benefits will continue through [Date]. Following this, you will receive information regarding your right to continue coverage under COBRA. Information regarding your [401k/Retirement Plan] will be sent to you separately.

Company Property:

Please return all company property, including keys, ID badges, laptops, and mobile devices, to [Name/Department] by [Date].

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

Sincerely,

[Name]

[Title]

[Company Name]