

Date: [Date]

To: [Employee Name]

Position: [Job Title]

Subject: Notice of Redundancy and Severance Package

Dear [Employee Name],

Please be advised that [Company Name] is currently undergoing a formal business restructuring. As a result of these organizational changes, we regret to inform you that your position is being eliminated, and your employment will be terminated effective [Last Working Day].

This decision is due to [Brief Reason, e.g., strategic realignment/downsizing] and is in no way a reflection of your individual job performance.

Severance and Benefits

To assist you during this transition, the company is offering the following severance package, contingent upon your signature of the attached Separation Agreement:

- **Severance Pay:** A lump sum payment of [Amount], equivalent to [Number] weeks of pay.
- **Vacation Pay:** Payment for all earned but unused vacation days through your final date.
- **Health Benefits:** Your current coverage will continue until [Date]. Information regarding COBRA/Health insurance extension will be sent separately.
- **Outplacement Services:** Access to [Service Name] for career coaching and resume support for [Duration].

Company Property

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

Next Steps

Please review the attached Separation Agreement and General Release. To receive the severance benefits outlined above, you must sign and return the document by [Deadline Date].

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

Sincerely,

[Your Name]
[Your Title]
[Company Name]