

[Date]

[Employee Name]

[Employee ID]

[Address]

Subject: Notice of Termination of Employment

Dear [Employee Name],

Following the recent acquisition of [Acquired Company Name] by [Acquiring Company Name], we have completed a comprehensive review of our combined organizational structure. This review aimed to align our teams and resources to ensure the long-term success of the merged company.

As a result of this integration, we have identified several areas of role duplication. We regret to inform you that your position as [Job Title] has been eliminated due to these redundancies. Your last day of employment will be [Date].

This decision is a result of the corporate merger and is not a reflection of your individual performance or contributions. We appreciate the work you have done during your tenure.

In the coming days, you will receive a separate package detailing your transition benefits, which include:

- Final paycheck details, including payment for accrued but unused vacation time.
- Severance pay eligibility and requirements.
- Information regarding health insurance coverage and COBRA options.
- Outplacement services and career transition support.

Please return all company property, including [list items: laptop, keys, ID badge], to [Department/Name] by [Date].

If you have questions regarding your benefits or the transition process, please contact [HR Name/Department] at [Contact Information].

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

Sincerely,

[Signature]

[Name of Sender]

[Title]

[Company Name]