

[Company Letterhead]

[Date]

[Employee Name]

[Employee Address]

[City, State, Zip Code]

Subject: Notice of Separation due to Department Integration

Dear [Employee Name],

Please be advised that [Company Name] is currently undergoing a strategic reorganization involving the integration of the [Name of Department A] and [Name of Department B] into a single unified [New Department Name].

As a result of this integration and the subsequent consolidation of roles, your position as [Job Title] has been eliminated. Consequently, your employment with [Company Name] will terminate effective [Separation Date].

To assist you during this transition, the company is offering you a severance package, which includes:

- **Severance Pay:** A lump sum payment of \$[Amount], equivalent to [Number] weeks of pay.
- **Benefit Coverage:** Health insurance coverage will continue through [Date], after which you will receive COBRA enrollment information.
- **Unused PTO:** Payment for [Number] hours of accrued but unused vacation time.
- **Outplacement Services:** Access to [Provider Name] career coaching services for [Duration].

This severance package is contingent upon your review and signing of the attached Separation Agreement and General Release, which must be returned by [Deadline Date].

Please return all company property, including keys, badges, and electronic equipment, to the Human Resources department by [Date].

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

Sincerely,

[Signature]

[Name of Sender]

[Title]

[Company Name]