

Date: [Insert Date]

To: [Employee Name]

Employee ID: [Insert ID]

Subject: Notice of Separation due to Acquisition Synergies

Dear [Employee Name],

As previously announced, [Company A] and [Company B] have recently completed a formal acquisition. Over the past several weeks, leadership has conducted a thorough review of the combined organizational structure to identify operational efficiencies and eliminate role redundancies.

Due to these acquisition synergies and the resulting restructuring of your department, we regret to inform you that your position as [Job Title] is being eliminated. Your final day of employment will be [End Date].

This decision is a result of the corporate merger and is not a reflection of your individual performance or contributions to the company.

Severance and Benefits:

- **Severance:** You are eligible for a severance package contingent upon the signing of a separation agreement. Details of this package are attached.
- **Health Insurance:** Your current health benefits will continue until [Date]. You will receive information regarding COBRA coverage under separate cover.
- **Final Pay:** Your final paycheck, including payment for accrued but unused vacation time (where applicable by law), will be issued on [Date].

Company Property:

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

Support:

We understand that this is a difficult transition. To assist you, we are providing outplacement services through [Provider Name]. You will receive an email with login credentials to begin this process.

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

Sincerely,

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