

[Date]

[Employee Name]

[Employee ID]

[Department]

Subject: Notice of Termination of Employment

Dear [Employee Name],

Following the recent merger between [Company A] and [Company B], it was determined that your current role is being relocated to our new centralized office in [Location].

On [Date], you were extended a formal offer to relocate to this new facility to continue your employment. On [Date], you formally declined this relocation offer. As there are no comparable positions available at your current location, we regret to inform you that your employment with [Company Name] will be terminated due to redundancy.

Your final day of employment will be [Final Working Date].

Regarding your transition:

- **Final Pay:** You will receive your final paycheck on [Date], which includes payment for all hours worked up to your final day and any accrued but unused vacation time.
- **Severance:** Based on the terms of the merger agreement, you are eligible for a severance package of [Details]. This is contingent upon the signing of a separation agreement.
- **Benefits:** Your health insurance coverage will continue until [Date]. You will receive a separate notice regarding COBRA enrollment.
- **Company Property:** Please return all company equipment (laptop, keys, ID badge) to Human Resources by [Time] on your final day.

We thank you for your service and contributions during this transition period. We wish you the best in your future endeavors.

Sincerely,

[Your Name]

[Title]

[Company Name]