

Date: [Insert Date]

To: [Employee Name]

Employee ID: [Insert ID]

Subject: Notice of Separation due to Joint Venture Consolidation

Dear [Employee Name],

Please be advised that as a result of the recent joint venture between [Company A] and [Company B], a formal consolidation of operations is taking place. This process involves the integration of departments and a restructuring of our combined workforce.

Regrettably, we are writing to inform you that your position as [Job Title] has been eliminated due to this consolidation. This decision is based on organizational restructuring and does not reflect your individual performance.

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

Final Pay and Benefits:

Your final paycheck, including payment for all hours worked up to your last day and any accrued but unused vacation time, will be issued on [Date] via [Payment Method].

Severance Package:

[Optional: You are eligible for a severance package contingent upon the signing of a separation agreement. Details of this package are attached to this letter.]

Insurance and COBRA:

Your health benefits will continue through [Date]. After this period, you will receive information regarding your right to continue coverage under COBRA.

Company Property:

Please return all company property, including laptops, keys, and identification badges, to [Department/Location] by [Date].

Support Services:

To assist with your transition, the company is offering [Outplacement Services/Career Coaching]. You can access these services by contacting [Contact Name/Agency].

We thank you for your contributions to the organization and wish you the best in your future endeavors.

Sincerely,

[Name]

[Title]

[Joint Venture Entity Name]