

[Company Header/Logo]

[Date]

[Employee Name]

[Employee ID]

[Address]

Subject: Notice of Division Closure and Employment Status

Dear [Employee Name],

Following the recent acquisition of [Acquired Company Name] by [Parent Company Name], we have conducted a comprehensive review of our combined business operations. As a result of this integration process, we regret to inform you that [Division Name] will be closed effective [Closure Date].

Consequently, your position as [Job Title] is being eliminated. Your final day of employment with the company will be [Termination Date].

We want to assure you that this decision is based on organizational restructuring and does not reflect your individual performance. To assist you during this transition, the company is providing the following:

- **Severance Pay:** You are eligible for [Amount/Weeks] of severance, contingent upon signing a separation agreement.
- **Benefits Extension:** Your health insurance coverage will continue until [Date]. Information regarding COBRA enrollment will be sent separately.
- **Outplacement Services:** Access to career coaching and resume workshops will be available until [Date].
- **Final Paycheck:** You will receive payment for all hours worked plus any accrued but unused PTO on [Date].

A member of the Human Resources team will meet with you on [Meeting Date/Time] to discuss your specific separation package, return of company property, and to answer any questions you may have.

We thank you for your contributions to [Acquired Company Name] and wish you the very best in your future endeavors.

Sincerely,

[Signature]

[Name of Manager/HR Representative]

[Title]

[Parent Company Name]