

[Date]

[Employee Name]

[Employee ID]

[Department]

**Subject: Notice of Separation due to Corporate Restructuring**

Dear [Employee Name],

Please be advised that [Company Name] is currently undergoing a strategic corporate restructuring to better align our resources with our long-term business goals. As a result of this restructuring, we have made the difficult decision to reduce our workforce.

Regrettably, this means your position as [Job Title] is being eliminated, and your employment will terminate effective [Final Date of Employment].

This decision is based on a review of business requirements and organizational changes; it is in no way a reflection of your individual job performance.

Regarding your transition, please note the following:

- **Final Pay:** You will receive your final paycheck on [Date], which includes payment for all hours worked up to your final day plus [accrued vacation/PTO hours], less applicable taxes and withholdings.
- **Severance:** [Detail severance package details here, e.g., "You are eligible for X weeks of severance pay, subject to the signing of a separation agreement"].
- **Benefits:** Your health insurance coverage will continue through [Date]. You will receive a separate package regarding COBRA enrollment and retirement account options.
- **Company Property:** Please return all company property, including [laptop, keys, ID badge, credit cards], to [Department/Name] by [Date].

We understand that this is a difficult time. If you have questions regarding your benefits or the transition process, please contact [HR Representative Name] at [Phone Number/Email].

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

Sincerely,

[Signature]

[Sender Name]

[Sender Title]

[Company Name]