

[Company Header/Logo]

[Date]

[Employee Full Name]

[Employee ID]

[Address]

[City, State, Zip Code]

Subject: Notification of Employment Termination Due to Merger/Acquisition

Dear [Employee Name],

As you are aware, [Company Name] recently underwent a corporate transaction with [Acquiring/Partner Company Name]. As part of this transition, we have conducted a comprehensive review of the new organization's structure to eliminate redundancies and align our resources with our future strategic goals.

Regrettably, we are writing to inform you that your position as [Job Title] has been affected by this restructuring. Therefore, your employment with [Company Name] will terminate effective [Last Working Date].

This decision is a result of the merger and is in no way a reflection of your individual performance or contributions to the company.

Severance and Benefits

To assist you during this transition, the company is offering the following:

- **Severance Pay:** You are eligible for [Amount/Weeks] of severance pay, subject to the signing of a separation agreement.
- **Health Benefits:** Your current benefits will continue through [Date]. You will receive separate information regarding COBRA enrollment.
- **Unused PTO:** You will be paid for all accrued but unused vacation time in your final paycheck.
- **Outplacement Services:** Access to career coaching and resume assistance will be available until [Date].

Company Property

Please return all company equipment, including your laptop, building keys, and corporate credit cards, to [Department/Name] by [Date].

Final Paycheck

Your final paycheck, including all wages earned through your last day, will be issued on [Date] via [Direct Deposit/Check].

We thank you for your service and dedication to the company. If you have any questions regarding your benefits or the transition process, please contact [HR Contact Name] at [Phone Number/Email].

Sincerely,

[Signature]

[Name of Sender]

[Title]

[Company Name]