

[Company Name]
[Address]
[City, State, Zip Code]

[Date]

[Employee Name]
[Employee Address]
[City, State, Zip Code]

Subject: Notice of Separation of Employment

Dear [Employee Name],

Please be advised that [Company Name] is currently undergoing a strategic realignment of its business operations. This restructuring is a direct result of the recent loss of the [Contract Name/Client Name] contract, which has significantly impacted our staffing requirements for your department.

Due to these organizational changes, we regret to inform you that your position as [Job Title] is being eliminated. Your final day of employment will be [Last Working Date].

This decision is based strictly on business necessity and the reduction in available work, and is in no way a reflection of your individual performance or conduct.

Regarding your transition:

- **Final Pay:** You will receive your final paycheck on [Date], which will include payment for all hours worked up to your last day, plus any accrued but unused vacation time.
- **Benefits:** Your health insurance coverage will continue through [Date]. You will receive a separate packet via mail regarding your COBRA rights and options for continuing coverage.
- **Severance:** [Detail severance package if applicable, or state "You are eligible for severance as outlined in the attached agreement"].
- **Company Property:** Please return all company property, including keys, badges, and laptop, to [Department/Name] by [Date].

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