

Date: [Insert Date]

To: [Employee Name]

Employee ID: [Insert ID]

Subject: Notice of Termination due to Organizational Restructuring

Dear [Employee Name],

Please be advised that [Company Name] is currently undergoing a strategic restructuring of its operations. As we integrate new Artificial Intelligence (AI) technologies to automate and optimize our business processes, certain roles have been identified for elimination. Regrettably, your position as [Job Title] is affected by this restructuring, and your employment will terminate on [Final Date of Employment].

In recognition of your service, the company is offering you a severance package, contingent upon the signing of a Separation Agreement. The details are as follows:

- **Severance Pay:** A lump sum payment of \$[Amount], equivalent to [Number] weeks of pay.
- **Benefits:** Health insurance coverage will continue until [Date]. You will receive separate information regarding COBRA enrollment.
- **Unused PTO:** Payment for [Number] hours of accrued but unused vacation time.
- **Outplacement Services:** Access to [Service Name] for career transition support for [Number] months.

Please return all company property, including laptops, keys, and badges, by [Date]. You will receive a formal Separation Agreement via email; please review and return a signed copy by [Deadline Date] to receive the severance benefits listed above.

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

Sincerely,

[Name of Manager/HR Representative]

[Title]

[Company Name]