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

[Date]

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

Subject: Notification of Outplacement Services and Career Support

Dear [Employee Name],

Following our recent discussion regarding the changes within [Company Name], we want to reaffirm our commitment to supporting you during this career transition. As part of your separation package, we are providing you with professional outplacement services to assist you in your search for new employment.

We have partnered with [Outplacement Firm Name], a leading career consultancy, to provide you with the following resources:

- Professional resume and cover letter writing assistance.
- One-on-one career coaching and interview preparation.
- Access to job search databases and networking tools.
- Skills assessment and career planning workshops.

To begin using these services, please contact [Contact Name] at [Outplacement Firm Name] by calling [Phone Number] or emailing [Email Address]. You will need to activate your account by [Expiration Date].

In addition to these external services, [Company Name] will provide a formal letter of recommendation and employment verification upon request. Please contact the HR department at [HR Phone Number/Email] if you require these documents.

We appreciate your contributions to the company and wish you the very best in your future professional endeavors.

Sincerely,

[Sender Name]
[Sender Title]
[Company Name]