

DATE: [Date]

TO: [Employee Name]

FROM: [Company Name]

SUBJECT: Notice of Separation of Employment

Dear [Employee Name],

This letter serves as official notice under the Worker Adjustment and Retraining Notification (WARN) Act that [Company Name] will be conducting a [permanent layoff / plant closing / mass layoff] at its facility located at [Full Address of Facility].

We regret to inform you that your position is being eliminated. Your expected date of separation from the company will be [Date]. Based on current plans, this action is expected to be permanent.

As you are a non-union employee, there are no "bumping rights" applicable to this situation; this means you do not have the right to displace another employee to remain with the company.

You will receive your final paycheck on [Date], which will include all earned wages and accrued but unused [vacation/PTO], subject to applicable taxes and withholdings. Information regarding your benefits, including [COBRA/Health Insurance/401k], will be provided to you in a separate package sent to your home address.

We thank you for your contributions to [Company Name] and wish you success in your future endeavors. If you have any questions regarding this notice or the benefits available to you, please contact [Name of HR Representative] at [Phone Number] or [Email Address].

Sincerely,

[Name of Company Official]

[Title]

[Company Name]