

Date: [Date]

To: [Employee Name]

Employee ID: [ID Number]

Subject: Notice of Employment Termination due to Business Relocation

Dear [Employee Name],

This letter is to formally notify you that [Company Name] will be relocating its operations from [Current City/Location] to [New City/Location] effective [Date of Relocation].

As a result of this relocation, we regret to inform you that your position as [Job Title] will be eliminated, and your employment with the company will terminate on [Last Working Day].

Reason for Layoff:

The company has decided to consolidate its offices to improve operational efficiency. Unfortunately, your current role is not being transferred to the new location.

Final Pay and Benefits:

Your final paycheck, including payment for all hours worked up to [Last Working Day] and any accrued but unused vacation time, will be issued on [Date]. Your health insurance coverage and other benefits will continue until [Expiry Date]. Information regarding COBRA and benefit conversion will be sent to you via mail.

Severance Package:

[Option A: You are eligible for a severance package consisting of (Details). To receive this, please sign the attached agreement by (Date). / Option B: You are not eligible for a severance package.]

Company Property:

Please return all company property, including keys, ID badges, laptops, and credit cards, to the Human Resources department by [Date].

We appreciate your contributions to [Company Name] and wish you the best in your future endeavors. If you have questions regarding your transition or require a letter of recommendation, please contact [HR Contact Name] at [Phone/Email].

Sincerely,

[Name]

[Title]

[Company Name]