

[Company Letterhead]

[Date]

[Employee Name]

[Employee ID]

[Home Address]

Subject: Notification of Office Relocation and Severance Agreement

Dear [Employee Name],

As previously announced, [Company Name] will be relocating its corporate headquarters from [Current City/State] to [New City/State] effective [Relocation Date].

Because your current position is being relocated to a geographical area outside of a reasonable commuting distance, and you have indicated that you are unable to relocate, your employment with [Company Name] will end on [Termination Date].

In appreciation of your service, the Company is offering you a severance package, contingent upon your signing and not revoking a Separation Agreement and General Release. The package includes:

- **Severance Pay:** A lump sum payment of \$[Amount], equivalent to [Number] weeks of base salary.
- **Health Benefits:** Coverage will continue through [Date]. You will receive separate information regarding COBRA enrollment.
- **Unused PTO:** Payment for all accrued but unused vacation time, totaling [Number] hours.
- **Outplacement Services:** Access to professional career coaching and resume assistance for [Number] months.

To receive these benefits, please review the attached Separation Agreement. You have until [Deadline Date] to sign and return the document to the Human Resources Department.

All company property, including keys, laptops, and identification badges, must be returned by your final day of employment.

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

Sincerely,

[Signature]

[Name of HR Representative]

[Title]

[Company Name]