

[Date]

[Employee Name]

[Employee ID]

[Department]

Subject: Notice of Termination of Employment due to Headquarters Relocation

Dear [Employee Name],

Please accept this letter as formal notification that [Company Name] will be relocating its corporate headquarters from [Current City, State] to [New City, State], effective [Date of Relocation].

As a result of this relocation, we have conducted a thorough review of our operational needs. Regrettably, your current position of [Job Title] will be eliminated at the [Current City] location. Consequently, your employment with [Company Name] will terminate on [Employee's Last Day].

This decision is final and is based solely on the geographic relocation of our business operations. It is not a reflection of your individual performance or contributions to the company.

Regarding your transition, please note the following:

- **Final Pay:** Your final paycheck, including payment for all hours worked through your last day and any accrued but unused vacation time, will be issued on [Date].
- **Benefits:** Your health insurance coverage will continue until [Date]. Information regarding COBRA and other benefit extensions will be sent to you under separate cover.
- **Severance:** [Details about severance package, if applicable, or "You are eligible for a severance package as detailed in the attached agreement"].
- **Company Property:** Please return all company property, including keys, laptop, and ID badges, to the HR department by [Date].

We appreciate the service you have provided to [Company Name] and wish you the very best in your future professional endeavors. If you have any questions regarding your benefits or this transition, please contact [HR Contact Name] at [Phone Number/Email].

Sincerely,

[Signature]

[Sender Name]

[Sender Title]

[Company Name]