

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

[Date]

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

Subject: Notice of Termination Due to Business Relocation

Dear [Employee Name],

I am writing to formally notify you that [Company Name] will be relocating its business operations from [Current City, State] to [New City, State]. This relocation is scheduled to be completed by [Relocation Date].

As we discussed on [Meeting Date], this move involves the closure of our current facility. Consequently, your position as [Job Title] will be eliminated at this location. Because you have indicated that you are unable to relocate to the new out-of-state office, your employment will end on [Last Working Day].

Regarding your final compensation and benefits:

- **Final Paycheck:** You will receive your final wages, including pay for hours worked up to your last day, on [Date].
- **Vacation/PTO:** You will be compensated for [Number] hours of accrued but unused vacation time.
- **Severance:** [Details regarding severance pay, if applicable].
- **Benefits:** Your health insurance coverage will continue until [Date]. You will receive information regarding COBRA and benefit conversion via mail.

Please return all company property, including keys, laptop, and security badges, to [Name/Department] by [Date].

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

Sincerely,

[Signature]
[Name of Sender]
[Title]