

[Date]

[Employee Name]

[Employee ID]

[Department]

Subject: Notice of Termination Due to Restructuring and Relocation

Dear [Employee Name],

Please accept this letter as formal notification that your employment with [Company Name] will be terminated effective [Last Working Date].

As part of a strategic business restructuring, the company has decided to consolidate its operations and relocate the [Department Name/Branch Name] to [New Location City/State]. Because of this relocation, your current position is being eliminated.

This decision is final and is based on organizational needs rather than individual performance. [Optional: We are currently unable to offer relocation assistance or remote work options for this specific role.]

Regarding your transition, please note the following:

- **Final Pay:** Your final paycheck, including all wages earned and accrued unused vacation time, will be issued on [Date].
- **Severance:** [Detail severance package information or refer to an attached document].
- **Benefits:** Your health insurance coverage will continue until [Date]. You will receive information regarding COBRA/benefits extension via mail.
- **Company Property:** Please return all company property, including laptops, keys, and badges, to [Department/Person] by [Date].

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

Sincerely,

[Your Name]

[Your Title]

[Company Name]