

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

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

Subject: Notice of Termination of Employment due to Plant Relocation

Dear [Employee Name],

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

As previously communicated on [Date of Initial Announcement], the company has made the strategic decision to permanently close its manufacturing operations at the [Current Plant Location] facility and relocate all production to our new site in [New City/State Location].

Because your current position will no longer exist at this location and [select one: you have declined the offer to relocate / the relocation does not include a transfer of your specific role], your employment is being terminated due to redundancy.

Final Pay and Benefits:

Your final paycheck, which includes payment for all hours worked up to [Final Working Date] plus any accrued but unused vacation time, will be issued on [Date].

Severance:

[If applicable: Per the terms of your agreement, you are eligible for a severance package totaling [Amount/Weeks]. Details regarding this package and the required release of claims form are attached to this letter.]

Insurance and COBRA:

Your health insurance coverage will continue through [Date]. After this period, you will receive a separate mailing containing information on how to continue your coverage through COBRA.

Company Property:

Please ensure that all company property, including keys, ID badges, tools, and electronic equipment, are returned to the Human Resources department by [Time] on your final day.

We want to thank you for your hard work and contributions to the [Current Plant Name] plant. We wish you the best in your future endeavors.

Sincerely,

[Signature]

[Name of Manager/HR Representative]

[Title]