

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

[Date]

[Employee Name]  
[Employee ID]  
[Home Address]

**Subject: Notice of Employment Termination Due to Regional Consolidation**

Dear [Employee Name],

Please be advised that [Company Name] has made the strategic decision to consolidate its regional operations. As a result, the [Office Name/Location] office will be permanently closed, and its functions will be relocated to our [New Location] facility effective [Date].

Due to this consolidation and relocation, we regret to inform you that your position as [Job Title] is being eliminated. This means your employment with [Company Name] will terminate on [Final Working Date].

This decision is part of a broader corporate restructuring and is in no way a reflection of your individual performance or contributions to the company. All affected employees are being provided with the following information regarding their transition:

- **Final Pay:** You will receive your final paycheck on [Date], which will include payment for all hours worked up to your last day, plus any accrued but unused vacation time.
- **Severance:** [Detail severance package if applicable, e.g., "You are eligible for X weeks of severance pay."]
- **Benefits:** Your health insurance coverage will continue until [Date]. You will receive a separate package regarding COBRA enrollment and retirement account options.
- **Outplacement Services:** To assist in your transition, the company is offering [Services offered, e.g., resume workshops/career coaching].

Please return all company property, including keys, badges, and laptops, to [Department/Person] by [Date].

We thank you for your service and dedication to [Company Name]. If you have any questions regarding your benefits or the contents of this letter, please contact [HR Representative Name] at [Phone Number/Email].

Sincerely,

[Signature]  
[Name of Sender]

[Title]

[Company Name]