

[Date]

[Employee Name]

[Employee ID]

[Home Address]

Subject: Notice of Layoff Due to Office Relocation

Dear [Employee Name],

Please be advised that [Company Name] will be relocating its operations from [Current City/State] to [New City/State], effective [Relocation Date].

As part of this transition, we have conducted an extensive review of our organizational structure. We regret to inform you that your current position is classified as non-transferable to the new location. Consequently, your employment with [Company Name] will terminate on [Last Working Day].

Regarding your 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.
- **Benefits:** Your health insurance coverage will continue through [Date]. Information regarding COBRA and your right to continue coverage at your own expense will be mailed to you separately.
- **Severance:** [Optional: Detail severance package terms here, or state that no severance is provided].
- **Company Property:** Please return all company-owned equipment (laptop, keys, badges) by [Date].

We want to thank you for your contributions to [Company Name] and wish you the best in your future endeavors. If you have questions regarding your benefits or this transition, please contact the Human Resources Department at [Phone Number/Email].

Sincerely,

[Signature]

[Name of Manager/HR Representative]

[Title]