

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

[Date]

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

**Subject: Notice of Separation Due to Business Relocation**

Dear [Employee Name],

Please be advised that [Company Name] has made the strategic decision to relocate its [Department/Division/Headquarters] operations from [Current City/State] to [New City/State]. This relocation is part of a broader business strategy to [Reason, e.g., optimize operations / reduce overhead / move closer to key markets].

As a result of this relocation, your current position of [Job Title] will be eliminated at this location. Because your role is not being transferred to the new facility, your employment with [Company Name] will end on [Final Working Date].

Your final paycheck will include all wages earned through your last day of work, as well as payment for [Accrued PTO/Vacation Time], subject to state and local laws. This payment will be issued on [Date] via [Direct Deposit/Check].

Regarding your benefits:

- **Health Insurance:** Coverage will continue until [Date]. You will receive information regarding COBRA enrollment via mail.
- **Retirement Plan:** Information regarding your [401k/Pension] options will be provided by [Provider Name].
- **Severance:** [Details of severance package, if applicable, or reference to an attached agreement].

We would like to thank you for your contributions to [Company Name]. We are happy to provide a letter of recommendation or act as a professional reference to assist in your transition.

Please return all company property, including [Keys, Laptop, ID Badge], to [Department/Name] by [Date].

If you have any questions regarding this transition, please contact [HR Representative Name] at [Phone Number/Email].

Sincerely,

[Name]

[Title]

[Company Name]