

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

[Date]

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

**Subject: Notice of Production Shift Reduction and Severance Agreement**

Dear [Employee Name],

Due to a reduction in production requirements at our [Location Name] facility, we are formalizing a decrease in operational shifts. Regrettably, this means your current position as [Job Title] is being eliminated, effective [End Date].

To assist with your transition, the company is offering the following severance package:

- **Severance Pay:** A lump sum payment of \$[Amount], equivalent to [Number] weeks of pay.
- **Benefit Coverage:** Medical, dental, and vision benefits will continue through [Date].
- **Unused PTO:** Payment for [Number] hours of accrued but unused vacation/PTO time.
- **Outplacement Services:** Access to career coaching and resume support until [Date].

This severance package is contingent upon the signing and return of the attached Separation Agreement and General Release by [Deadline Date].

Please return all company property, including keys, badges, and equipment, to the Human Resources department by your final day of work. You will receive a separate notice regarding your options for COBRA health insurance and 401(k) rollovers.

We thank you for your hard work and contributions to the production team. If you have any questions regarding your benefits or this transition, please contact [HR Representative Name] at [Phone Number/Email].

Sincerely,

[Signature]

[Name of Management Representative]  
[Title]