

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

[Date]

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

**Subject: Separation of Employment and Severance Offer**

Dear [Employee Name],

This letter is to formally confirm that your employment with [Company Name] will terminate effective [Separation Date].

In connection with your departure, the Company is pleased to offer you a severance package, provided you sign and do not revoke the attached Separation Agreement and General Release. The offer includes the following:

- **Severance Payment:** A lump sum payment of \$[Amount], equivalent to [Number] weeks of pay, less applicable taxes and withholdings.
- **Benefits:** [Detail any health insurance extension, COBRA subsidies, or outplacement services].
- **Accrued Leave:** Payment for [Number] hours of unused vacation/PTO time.

Please review the attached Agreement carefully. It contains important legal information, including a release of claims against the Company. You are encouraged to consult with an attorney before signing.

You have until [Deadline Date] to consider this offer. If you choose to accept, please sign and return the Agreement to [Name of Contact Person] by the specified date.

We thank you for your contributions to [Company Name] and wish you the best in your future endeavors.

Sincerely,

[Signature]  
[Name of Sender]  
[Title]