

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

[Date]

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

**Subject: Notice of Plant Closing**

Dear [Employee Name],

This letter is to officially notify you that [Company Name] will be permanently closing its facility located at [Plant Address]. The entire plant will close, and all operations will cease effective [Final Closing Date].

As a result of this closing, your employment with [Company Name] will be terminated effective [Employee's Last Day].

We regret to inform you that there are no opportunities for transfer to other locations at this time. This action is expected to be permanent.

Regarding your final compensation and benefits:

- Your final paycheck, including payment for all hours worked up to [Last Day], will be issued on [Date].
- You will receive information regarding [Severance Pay/COBRA/Health Insurance] in a separate package.
- Unused vacation time will be paid out according to company policy and state law.

We understand that this is a difficult time. Human Resources will be available to answer any questions regarding your benefits and to provide assistance with your transition. You may contact [HR Contact Name] at [Phone Number/Email].

We thank you for your hard work and service to the company.

Sincerely,

[Signature]  
[Name of Company Official]  
[Title]