[Date]

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

Subject: Notice of Permanent Layoff due to Facility Relocation

Dear [Employee Name],

This letter is to formally notify you that [Company Name] will be permanently closing its facility located at [Current Address] and relocating operations to [New City/State Address] effective [Date of Relocation].

As a result of this relocation, your position as [Job Title] is being eliminated. We regret to inform you that your employment with [Company Name] will terminate on [Final Working Date]. This action is permanent and is not a temporary furlough.

Final Pay and Benefits:
On your final day, you will receive your final paycheck, which will include payment for all hours worked through that date and any accrued but unused vacation time, in accordance with company policy and state law. Your health insurance benefits will continue through [Date]. You will receive a separate packet via mail regarding your rights for COBRA coverage.

Severance and Support:
[Optional: Information regarding severance pay, if applicable]. We will also provide [Job Placement Services/Letter of Recommendation] to assist you in your transition.

Company Property:
Please ensure that all company property, including keys, badges, laptops, and files, are returned to the Human Resources department by [Date].

We want to thank you for your service and contributions to [Company Name]. If you have any questions regarding your benefits or this transition, please contact [HR Contact Name] at [Phone Number/Email].

Sincerely,

[Manager Signature]

[Manager Name]
[Title]
[Company Name]