Date: [Date]

To: [Employee Name]

Employee ID: [ID Number]

Subject: Notice of Permanent Layoff

Dear [Employee Name],

As you are aware, [Company Name] was recently acquired by [Acquiring Company Name]. Following a comprehensive review of the new organizational structure and the consolidation of business operations, we are writing to inform you that your position as [Job Title] is being eliminated.

This letter serves as formal notice that your employment will permanently terminate effective [Last Working Date]. This decision is a result of the merger and is not a reflection of your individual performance.

Final Pay and Benefits
Your final paycheck, including payment for all hours worked up to your final date and any accrued but unused vacation time, will be issued on [Date] via [Payment Method]. Your medical, dental, and vision benefits will continue through [Date]. Information regarding COBRA and your right to continue coverage will be sent under separate cover.

Severance Package
In connection with this acquisition, you are eligible for a severance package contingent upon your signature on a Separation Agreement and General Release. Details of this package are attached to this letter for your review.

Company Property
Please return all company-owned property, including laptops, keys, ID badges, and corporate credit cards, to the Human Resources department by [Date].

Outplacement Support
To assist with your transition, [Acquiring Company Name] is providing outplacement services through [Service Provider Name]. You will receive an email shortly with instructions on how to access these resources.

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

Sincerely,

[Name]
[Title]
[Company Name/Acquiring Company Name]