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

[Date]

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

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

Dear [Employee Name],

This letter follows our discussion regarding the reduction in force currently taking place at [Company Name]. Due to [reason for reduction, e.g., corporate restructuring/economic conditions], your position as [Job Title] is being eliminated, effective [Separation Date].

To assist you during this transition, the Company is offering you a severance package in exchange for a release of claims. The details of the offer are as follows:

**1. Severance Payment:** The Company will provide you with a lump sum payment of $[Amount], which is equivalent to [Number] weeks of pay. This amount is subject to standard payroll taxes and withholdings.

**2. Health Benefits:** Your current health insurance coverage will continue through [Date]. After this period, you will be eligible to continue coverage through COBRA at your own expense. Information regarding COBRA enrollment will be sent under separate cover.

**3. Outplacement Services:** You will have access to [Name of Service] for career transition assistance for a period of [Number] months.

**4. Unused Paid Time Off:** You will be paid for all accrued but unused [Vacation/PTO] hours through your final date of employment, which will be included in your final paycheck on [Date].

**5. Release of Claims:** This severance offer is contingent upon you signing and not revoking the attached Separation Agreement and General Release. Please review the attached document carefully.

**6. Consideration Period:** You have [Number] days to consider this offer. If you choose to accept, please sign and return the agreement by [Deadline Date]. Once signed, you have a period of [Number] days to revoke your signature.

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

Sincerely,

[Signature]
[Name of Sender]
[Title]
[Company Name]

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**Acknowledgment of Receipt:**

I, [Employee Name], acknowledge receipt of this letter and the attached Separation Agreement.

Signature: _____ Date: _____