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

[Date]

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

Re: Notice of Involuntary Reduction in Force and Severance Agreement

Dear [Employee Name],

Please be advised that [Company Name] is undergoing a reduction in force due to [reason for reduction, e.g., economic conditions or reorganization]. Regrettably, your position as [Job Title] is being eliminated, and your employment will terminate effective [Separation Date].

To assist you during this transition, the company is offering you a severance package, contingent upon your signature of the enclosed Separation Agreement and General Release. The package includes:

- **Severance Pay:** A gross amount of $[Amount], equivalent to [Number] weeks of pay, less applicable taxes and withholdings.
- **Health Benefits:** Coverage will continue through [Date]. You will receive information regarding COBRA enrollment under separate cover.
- **Unused Paid Time Off:** You will be paid for [Number] hours of accrued but unused vacation/PTO in your final paycheck.
- **Outplacement Services:** Access to [Service Name] for [Duration] to assist with your job search.

Your final paycheck, including all wages earned through your last day of work, will be issued on [Date/Final Payday].

Please review the attached Separation Agreement carefully. You have until [Deadline Date] to consider this offer and return a signed copy. We recommend that you consult with an attorney before signing.

If you have questions regarding your benefits or the transition process, please contact [HR Contact Name] at [Phone Number] or [Email Address].

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

Sincerely,

[Signature]
[Sender Name]
[Sender Title]

Enclosure: Separation Agreement and General Release