Date: [Date]

To: [Employee Name]
Position: [Job Title]
Employee ID: [ID Number]

Subject: Notice of Separation and Severance Agreement

Dear [Employee Name],

Please be advised that [Company Name] is currently undergoing a corporate restructuring. As a result of this restructuring, we have made the difficult decision to reduce our workforce. Regrettably, your position is being eliminated, and your employment will terminate effective [Termination Date].

This decision is due to organizational changes and is not a reflection of your individual performance.

In connection with your departure, the Company is offering you a severance package to assist in your transition, provided you sign and do not revoke the attached Separation Agreement and General Release.

The Severance Package includes:

- **Severance Pay:** A lump sum payment of $[Amount], equivalent to [Number] weeks of pay, less applicable taxes and withholdings.
- **Health Benefits:** [Company Name] will continue to pay its portion of your health insurance premiums through [Date] or until you obtain new coverage.
- **Unused PTO:** Payment for all accrued but unused Paid Time Off (PTO) through your final day of work.
- **Outplacement Services:** Access to [Service Name] for career transition support for a period of [Number] months.

Next Steps:

You have until [Deadline Date] to review, sign, and return the attached Separation Agreement. We encourage you to consult with an attorney before signing.

On your final day, please return all company property, including your laptop, building keys, and corporate credit cards, to [Department/Name].

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

Sincerely,

[Your Name]
[Your Title]
[Company Name]

Attachments: Separation Agreement and General Release