[Company Name]

[Company Address]

[City, State, Zip Code]

[Date]

[Employee Name]

[Employee ID]

[Home Address]

Subject: Notice of Separation due to Departmental Downsizing

Dear [Employee Name],

Please be advised that [Company Name] is currently undergoing a strategic reorganization and departmental downsizing. As a result of this reduction in force, your position as [Job Title] is being eliminated, effective [Last Working Day].

This decision is based solely on business requirements and does not reflect your individual performance. We appreciate the contributions you have made during your tenure with us.

Severance Package:
In recognition of your service, the company is offering you a severance package consisting of:

- Severance pay in the amount of [Amount/Weeks of Pay].
- Payment for accrued but unused vacation time.
- Health insurance coverage extension through [Date].
- Outplacement assistance services.

Requirements:
To receive the severance pay mentioned above, you must sign and return the attached "Separation Agreement and General Release" by [Deadline Date]. Please review this document carefully, as it contains important legal information regarding your rights.

Company Property:
Please return all company property, including keys, ID badges, laptops, and mobile devices, to the Human Resources department by [Date].

Final Pay:
Your final paycheck, including your wages earned through your last day, will be issued on [Date] via [Payment Method].

If you have questions regarding your benefits, 401(k), or unemployment eligibility, please contact [HR Representative Name] at [Phone Number/Email].

We wish you the best in your future professional endeavors.

Sincerely,

[Signature]

[Name of Management/HR Representative]
[Title]