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

[Date]

[Employee Name]
[Employee ID]
[Address]

Subject: Notification of Reduction in Force and Severance Agreement

Dear [Employee Name],

Due to the current economic downturn and its impact on our business operations, [Company Name] has had to make the difficult decision to reduce its workforce. Regrettably, this means your position as [Job Title] is being eliminated, effective [End Date].

This decision is based strictly on economic conditions and does not reflect your individual job performance.

Severance Pay:
In recognition of your service, the company is offering you a severance package consisting of [Amount/Number of Weeks Pay]. This payment is contingent upon the signing and return of the attached Separation Agreement and General Release by [Deadline Date].

Benefits Coverage:
Your health insurance benefits will continue through [Date]. Following this, you will receive information regarding your right to continue coverage under COBRA. Any accrued but unused vacation time will be paid out in your final paycheck on [Date].

Company Property:
Please return all company property, including keys, laptop, and ID badges, to [Department/Person] by [Date].

Outplacement Services:
To assist in your transition, the company is providing [Number] months of outplacement assistance through [Provider Name].

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]

Acknowledgment:

I acknowledge receipt of this letter and the attached Separation Agreement.

Employee Signature: _____ Date: _____