[Company Header/Logo]

Strictly Confidential

[Date]

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

Re: Notice of Separation of Employment

Dear [Employee Name],

As recently announced, [Acquiring Company Name] has completed its acquisition of [Target Company Name]. Following a comprehensive review of the new organizational structure and the consolidation of redundant roles, we regret to inform you that your position as [Job Title] is being eliminated due to a reduction in force (RIF) effective [Separation Date].

This decision is a result of the corporate merger and is not a reflection of your individual performance.

1. Final Compensation
You will receive your final paycheck on [Date], which will include your base salary earned through your final day, as well as payment for any accrued but unused vacation time, subject to applicable taxes and withholdings.

2. Severance Package
To assist with your transition, the Company offers you a severance package consisting of:
- [Number] weeks of severance pay totaling $[Amount].
- [Details regarding COBRA or healthcare subsidies].
- [Details regarding outplacement services, if applicable].

3. Conditions for Severance
To receive the severance benefits described above, you must sign and return the enclosed Separation Agreement and General Release of Claims no later than [Deadline Date]. Please review the agreement carefully.

4. Benefit Coverage
Your employee benefits will continue through [Date]. You will receive a separate packet via mail regarding your rights to continue coverage under COBRA and information regarding your [401k/Retirement] account.

5. Company Property
Please return all company property, including your laptop, building keys, and ID badges, to [Department/Location] by [Date].

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

Sincerely,

[Signature]

[Name of HR Representative]
[Title]
[Company Name]

Enclosure: Separation Agreement and General Release