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

[Date]

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

Re: Notice of Separation and Severance Offer

Dear [Employee Name],

This letter is to formally notify you that [Company Name] will be permanently closing its facility located at [Facility Address]. As a result of this closure, we are implementing a reduction in force, and your employment will be terminated effective [Final Date of Employment].

In connection with your separation, the Company is offering you a severance package. To receive these benefits, you must sign and return the enclosed Separation Agreement and General Release by [Deadline Date].

Severance Payment:
The Company offers you a gross severance payment of $[Amount], which is equivalent to [Number] weeks of pay. This amount is subject to standard payroll taxes and withholdings. This payment will be made in [a lump sum / bi-weekly installments] starting [Date].

Benefits Coverage:
Your health insurance benefits will continue through [Date]. After this date, you will receive information regarding your right to continue coverage under COBRA at your own expense.

Unused Vacation:
You will be paid for all earned but unused vacation time through your final date of employment. This will be included in your final paycheck issued on [Date].

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

We appreciate your contributions to [Company Name] and regret the necessity of this action due to the facility closure. If you have questions regarding your benefits or the transition, please contact [HR Name/Department] at [Phone/Email].

Sincerely,

[Signature]
[Sender Name]
[Sender Title]

Acknowledgment:

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

_____
[Employee Signature]

_____
[Date]