[Date]

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

Subject: Notice of Position Elimination and Severance Agreement

Dear [Employee Name],

Please be advised that [Company Name] is currently undergoing a restructuring process. As a result of this reduction in force, your position as [Job Title] is being eliminated, effective [Termination Date].

This decision is based on business requirements and is not a reflection of your individual performance. To assist you during this transition, the company is offering you a severance package, contingent upon your signature on the attached Separation Agreement and General Release.

The proposed severance package includes:

- Severance Pay: A lump sum payment of $[Amount], equivalent to [Number] weeks of pay.
- Benefits: Health insurance coverage will continue through [Date]. Information regarding COBRA enrollment is attached.
- Outplacement Services: Access to [Service Name] for career transition assistance for [Number] months.
- Unused PTO: Payment for [Number] hours of accrued but unused vacation time.

To receive these benefits, you must review, sign, and return the attached Separation Agreement to [Department/Contact Person] no later than [Deadline Date]. You are encouraged to consult with an attorney before signing this document.

Please return all company property, including keys, laptop, and security badges, to [Department] by [Date]. Your final paycheck, including wages earned through your last day, will be issued on [Date] via [Payment Method].

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

Sincerely,

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