[Date]

[Employee Name]
[Employee ID]
[Address]

Subject: Notice of Separation and Severance Agreement

Dear [Employee Name],

This letter is to formally notify you that [Company Name] will be relocating its operations from [Current Location] to [New Location] effective [Date]. As a result of this relocation, your current position will be eliminated, resulting in a reduction in force.

Your last day of employment will be [End Date]. This decision is final and is based solely on the business relocation; it is not a reflection of your individual performance.

In connection with this reduction in force, the Company is offering you a severance package to assist in your transition. To receive these benefits, you must sign and return the attached Separation Agreement and General Release by [Deadline Date].

The severance package includes:

- **Severance Pay:** A lump sum payment of $[Amount], equivalent to [Number] weeks of base pay.
- **PTO Payout:** Payment for all accrued but unused vacation/paid time off through your final day.
- **Health Benefits:** Coverage will continue through [Date]. You will receive separate information regarding COBRA enrollment.
- **Outplacement Services:** Access to career transition services for [Number] months.

All company property, including laptops, keys, and badges, must be returned by [End Date].

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

Sincerely,

[Authorized Signature]
[Name and Title]
[Company Name]