

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

[Date]

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

Dear [Employee Name],

This letter is to formally notify you that your employment with [Company Name] is being terminated without cause, effective [Termination Date].

### **Severance Offer**

In recognition of your service, the Company offers you a severance package consisting of [Number] weeks of pay, totaling \$[Amount]. This payment is subject to standard tax withholdings.

### **Benefits and Compensation**

You will receive your final paycheck for hours worked through [Termination Date] on [Date]. Any accrued but unused vacation time will be paid out according to company policy and local laws. Your health insurance benefits will continue until [Date], after which you will receive information regarding COBRA or other conversion options.

### **Conditions of Severance**

To receive the severance pay described above, you must sign and return the attached Separation Agreement and Release of Claims no later than [Deadline Date]. This agreement includes a general release of claims against the Company.

### **Company Property**

Please return all company property, including keys, laptop, and security badges, by [Date].

If you have any questions regarding your benefits or the terms of this letter, please contact [Name/Department] at [Phone Number/Email].

We thank you for your contributions and wish you the best in your future endeavors.

Sincerely,

[Signature]  
[Name of Sender]  
[Title]