

[Date]

[Employee Full Name]

[Employee ID]

[Home Address]

Subject: Notice of Termination of Employment due to Business Downsizing

Dear [Employee Name],

We regret to inform you that your employment with [Company Name] is being terminated effective [Last Working Day Date] due to a corporate downsizing and reorganization. This decision is not a reflection of your individual performance but is a result of structural changes within the company.

As this is a termination without cause, the company is offering you the following severance package in exchange for a signed release agreement:

- **Severance Pay:** A lump sum payment of \$[Amount], equivalent to [Number] weeks of pay.
- **Vacation Pay:** Payment for all accrued but unused vacation days through your final date.
- **Benefits:** Health insurance coverage will continue until [End Date]. You will receive separate information regarding COBRA/benefits conversion.
- **Outplacement Services:** Access to [Service Provider Name] for career transition support for [Number] months.

Please return all company property, including your laptop, building keys, and corporate credit cards, to the HR department by [Date].

Attached to this letter is a Separation Agreement and General Release. Please review these documents carefully. To receive the severance pay mentioned above, you must sign and return the agreement by [Deadline Date].

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

Sincerely,

[Signature]

[Name of Manager/HR Representative]

[Title]

[Company Name]