

[Company Letterhead]

[Date]

[Employee Name]

[Employee Address]

[City, State, Zip Code]

Re: Notice of Termination of Employment

Dear [Employee Name],

Please be advised that [Company Name] has made the difficult decision to eliminate your position as [Job Title], effective [Final Working Date]. This decision is due to [reason, e.g., corporate restructuring / business reorganization] and is not a reflection of your individual performance.

Your employment is being terminated without cause. Your final paycheck, which includes payment for all hours worked through your final date and any accrued but unused vacation time, will be issued on [Date] via [Payment Method]. Your health benefits will continue through [Date].

In connection with this position elimination, the Company is offering you a severance package. This package includes:

- A severance payment in the amount of \$[Amount], subject to applicable taxes and withholdings.
- [Additional benefit, e.g., Outplacement services / Extension of benefits].

To receive this severance package, you must sign and return the enclosed Separation Agreement and General Release of Claims by [Deadline Date]. We encourage you to review this document carefully.

Please return all company property, including [keys, laptop, ID badges], to [Department/Name] by [Date].

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

Sincerely,

[Signature]

[Name of Sender]

[Title]

[Company Name]

Enclosure: Separation Agreement and General Release