

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

[Date]

[Employee Name]
[Employee Address]

RE: Notice of Termination of Employment

Dear [Employee Name],

Please be advised that your employment with [Company Name] is being terminated without cause, effective [Last Working Date], due to the abolishment of your current role as [Job Title]. This decision is a result of [organizational restructuring / a reduction in force] and is in no way a reflection of your individual performance.

Final Pay

On your final date of employment, you will receive your regular wages earned up to and including [Last Working Date], plus payment for any accrued but unused vacation time, less applicable tax withholdings.

Severance Offer

To assist you during this transition, the Company offers you a severance package consisting of [Number] weeks of pay, totaling \$[Amount]. This severance is contingent upon your signing and returning the attached Release of Claims Agreement by [Deadline Date].

Benefits and COBRA

Your participation in the company's health insurance plans will continue through [End Date]. Following this, you will receive information via separate mail regarding your right to continue coverage under COBRA. Your participation in the [401k/Pension] plan will be governed by the terms of that specific plan.

Company Property

Please return all company property, including [laptop, keys, ID badge, credit cards], to [Department/Name] by [Date/Time].

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]

Acknowledgment of Receipt:

[Employee Signature]

[Date]