

[Company Header/Logo]

[Date]

[Employee Name]

[Employee Address]

[City, State, Zip Code]

Subject: Notice of Termination of Employment due to Corporate Restructuring

Dear [Employee Name],

Please be advised that as a result of a formal corporate restructuring within [Company Name], your position as [Job Title] is being eliminated. Consequently, your employment is terminated effective [Final Date of Employment].

This termination is "without cause" and is strictly a result of business reorganization. It does not reflect your individual performance or conduct.

In connection with this restructuring, the company is offering you the following severance package, provided you sign and return the attached Separation Agreement and General Release by [Deadline Date]:

- **Severance Pay:** A lump sum payment of \$[Amount], equivalent to [Number] weeks of base salary.
- **Benefits:** Healthcare coverage will continue through [Date]. You will receive separate information regarding COBRA enrollment.
- **Outplacement Services:** Access to [Service Provider] for career transition support for [Duration].
- **Unused PTO:** Payment for [Number] hours of accrued but unused vacation time, to be paid on your final paycheck.

Your final paycheck, including earned wages through your last day, will be issued on [Date] via [Payment Method].

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

If you have questions regarding your benefits or the terms of the Separation Agreement, please contact [HR Contact Name] at [Phone Number] or [Email].

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

Sincerely,

[Signature]

[Name of Sender]

[Title]

[Company Name]