

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

[Date]

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

Re: Notice of Termination of Employment

Dear [Employee Name],

I am writing to formally notify you that your employment with [Company Name] is being terminated effective [Termination Date]. This decision is the result of a mandatory budget reduction and organizational restructuring, and is in no way a reflection of your individual performance or conduct. This is a termination without cause.

As part of your departure, the company is offering you a severance package. This package includes:

- A severance payment in the amount of \$[Amount], equivalent to [Number] weeks of pay.
- Payment for any accrued but unused vacation time up to your final date of employment.
- [Include details regarding health insurance/COBRA or other benefits].

To receive the severance payment mentioned above, you will be required to sign a Separation Agreement and General Release, which is attached to this letter. You have until [Date] to review, sign, and return this document.

Please return all company property, including your [laptop, keys, ID badge, etc.], to [Department/Person] by [Date/Time]. Your final paycheck, including your regular wages through [Termination Date], will be issued on [Date/Final Payday].

We thank you for your contributions to [Company Name] and wish you the best in your future endeavors. If you have any questions regarding your benefits or this transition, please contact [HR Contact Name] at [Phone Number/Email].

Sincerely,

[Your Name]  
[Your Title]  
[Company Name]