

[Company Header/Logo]

[Date]

[Employee Name]

[Employee Address]

[City, State, Zip Code]

Subject: Notice of Termination of Employment

Dear [Employee Name],

Please be advised that your employment with [Company Name] is being terminated due to a reduction in workforce, effective [Final Date of Employment]. This decision is a result of [reason, e.g., company restructuring/economic conditions] and is not a reflection of your individual performance.

### **Final Pay and Benefits**

Your final paycheck, which includes your salary through your final date and any accrued but unused vacation time, will be issued on [Date] via [Payment Method]. Your health insurance coverage will continue through [Date]. Information regarding COBRA and other benefit conversions will be sent to you under separate cover.

### **Severance Offer**

In recognition of your service, [Company Name] offers you a severance package consisting of [Number] weeks of pay, totaling \$[Amount]. To receive this severance, you must sign and return the attached Separation Agreement and General Release by [Deadline Date].

### **Company Property**

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

### **Outplacement Services**

To assist in your transition, we are providing outplacement assistance through [Provider Name]. You may contact them at [Contact Information].

We thank you for your contributions to the company and wish you success in your future endeavors.

Sincerely,

[Signature]

[Name of Sender]

[Title]

[Company Name]