

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

[Date]

[Employee Name]
[Employee Address]

Subject: Separation of Employment and Severance Agreement

Dear [Employee Name],

This letter serves to formally notify you that your position as [Job Title] is being eliminated due to [reason, e.g., company restructuring/redundancy], effective [Termination Date].

1. Final Pay and Benefits

You will receive your final paycheck on [Date], which includes your worked hours through your final day and [Number] days of accrued but unused vacation time. Your health insurance benefits will continue through [Date].

2. Severance Offer

In exchange for signing the attached General Release of Claims, [Company Name] offers you a severance package consisting of:

- A lump sum payment of \$[Amount], equivalent to [Number] weeks of pay.
- [Optional: Outplacement services/Continued benefits].

3. Return of Property

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

4. Confidentiality

You remain bound by your existing confidentiality and non-disclosure agreements regarding proprietary company information.

5. Review Period

You have [Number] days to review this agreement. We advise you to consult with an attorney before signing. Once signed, you have a [Number]-day period to revoke your signature.

To accept this offer, please sign and return this letter by [Deadline Date].

Sincerely,

[Name of Manager/HR Representative]
[Title]

Acknowledgment and Acceptance

I, [Employee Name], accept the terms of this Severance Agreement and General Release.

Signature: _____ Date: _____