

Date: [Date]

To: [Employee Name]

Employee ID: [ID Number]

Subject: Notice of Separation and Severance Agreement

Dear [Employee Name],

As discussed, [Company Name] is currently undergoing a strategic restructuring. As a result of these organizational changes, your position as [Job Title] is being eliminated, effective [Separation Date].

1. Final Pay and Benefits

You will receive your final paycheck on [Date], which includes all wages earned through your final day of employment and any accrued but unused vacation time. Your health insurance coverage will continue through [Date]. Information regarding COBRA enrollment will be sent under separate cover.

2. Severance Offer

In exchange for signing this Agreement and Release, the Company offers you a severance payment of \$[Amount], less applicable taxes and withholdings. This payment is equivalent to [Number] weeks of base salary.

3. Release of Claims

By signing this letter, you agree to waive and release [Company Name] from any and all claims, demands, or causes of action related to your employment or the termination of your employment, including but not limited to claims of discrimination, breach of contract, or wrongful discharge.

4. Confidentiality and Company Property

You agree to keep the terms of this agreement confidential. You must return all company property, including keys, badges, laptops, and proprietary documents, by [Date].

5. Review Period and Revocation

You have [Number] days to consider this offer. Once signed, you have [Number] days to revoke your signature. This agreement becomes effective on the eighth day after you sign it.

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

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

Sincerely,

[Name]
[Title]
[Company Name]

Employee Acceptance:

I accept the terms set forth in this Severance and Release Letter.

Signature: _____ Date: _____