

[Date]

[Employee Name]

[Employee ID]

[Home Address]

**Subject: Separation of Employment Due to Office Relocation**

Dear [Employee Name],

As previously announced, [Company Name] will be relocating its operations from [Current Location] to [New Location] effective [Date]. Because you have elected not to relocate to the new office, your employment with [Company Name] will terminate on [Termination Date].

In connection with this relocation, the Company is offering you a severance package. To receive the benefits outlined below, you must sign and return the attached Separation Agreement and General Release by [Deadline Date].

**Severance Payment:**

The Company will pay you a lump sum of \$[Amount], which is equivalent to [Number] weeks of your current base salary. This payment is subject to standard payroll deductions and withholdings.

**Health Benefits:**

Your current health insurance coverage will continue through [Date]. Following this date, you will receive information regarding your right to continue coverage under COBRA at your own expense.

**Unused Paid Time Off:**

You will be paid for all earned but unused vacation/PTO hours through your final day of employment. This will be included in your final paycheck.

**Company Property:**

Please return all company property, including keys, security badges, laptops, and mobile devices, to the Human Resources department by [Date].

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

Sincerely,

[Manager Signature]

[Manager Name]

[Title]

[Company Name]