

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

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

Subject: Notification of Facility Closure and Severance Agreement

Dear [Employee Name],

This letter is to formally notify you that [Company Name] will be closing its facility located at [Facility Address] effective [Closure Date]. As a result of this closure and the relocation of our operations to [New Location City/State], your position as [Job Title] will be eliminated.

Your final day of employment is expected to be [Termination Date].

In recognition of your service, the Company is offering you a severance package, contingent upon your signing and not revoking a Separation Agreement and General Release. The package includes:

- **Severance Pay:** A lump sum payment of \$[Amount], equivalent to [Number] weeks of pay.
- **Benefit Continuation:** Company-paid COBRA premiums for [Number] months.
- **Outplacement Services:** Access to [Provider Name] for career transition assistance for [Duration].
- **Accrued Time Off:** Payment for all earned but unused Vacation/PTO hours, to be paid on your final paycheck.

If you are interested in relocating to the new facility, please contact [HR Contact Name] by [Date] to discuss available internal opportunities and potential relocation assistance.

Please review the attached Separation Agreement carefully. You have [Number] days to consider this offer. We recommend consulting with an attorney before signing.

We thank you for your contributions to [Company Name] and wish you the best in your future endeavors.

Sincerely,

[Signature]
[Name of Sender]
[Title]