

[Date]

[Employee Name]

[Employee ID]

[Home Address]

Dear [Employee Name],

This letter confirms that you have declined the offer to relocate to our [New Location] office as part of the company's reorganization. As a result, your employment with [Company Name] will end on [Termination Date].

Because your position is being eliminated and you have declined the transfer, you are eligible for a severance package. The details of your severance are as follows:

- **Severance Pay:** You will receive a total of \$[Amount], subject to standard tax withholdings.
- **Health Benefits:** Your current coverage will continue until [Date]. You will receive information regarding COBRA enrollment via separate mail.
- **Unused PTO:** You will be paid for [Number] hours of accrued but unused vacation time.

To receive these benefits, you must sign and return the enclosed Separation Agreement and General Release form by [Deadline Date].

Please return all company property, including keys, badges, and laptop, to the HR department by your final day of employment.

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

Sincerely,

[Signature]

[Name of Sender]

[Title]

[Company Name]