

[Date]

[Employee Name]

[Employee Address]

[City, State, Zip Code]

Subject: Separation of Employment and Severance Agreement

Dear [Employee Name],

This letter confirms that your employment with [Company Name] will terminate on [Termination Date] due to the relocation of our operations to [New State/City] and your decision not to relocate with the company.

In appreciation of your service, [Company Name] offers you the following severance package, contingent upon your signature of this agreement:

- **Severance Pay:** A lump sum payment of \$[Amount], equivalent to [Number] weeks of pay, less applicable taxes and withholdings.
- **Health Benefits:** Coverage will continue through [Date]. You will receive separate information regarding COBRA enrollment.
- **Unused PTO:** Payment for [Number] hours of accrued but unused vacation/PTO.
- **Outplacement Services:** Access to [Service Name] for a period of [Number] months.

To receive these benefits, you must sign and return this letter by [Deadline Date]. By signing, you agree to release [Company Name] from any and all claims related to your employment.

All company property, including laptops, keys, and badges, must be returned by [Date].

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

Sincerely,

[Name of Manager/HR Representative]

[Title]

[Company Name]

Employee Acceptance:

I accept the terms of this severance agreement.

Signature: _____ Date: _____