

[Company Name]
[Address]
[City, Country]
[Date]

[Employee Name]
[Employee Address]

Subject: Notification of International Office Relocation and Severance Agreement

Dear [Employee Name],

This letter serves as formal notification that [Company Name] will be relocating its operations from [Current City/Country] to [New City/Country], effective [Relocation Date].

As part of this transition, your current position will be eliminated at this location. Because we are unable to offer you a comparable role within your current geographic region, your employment with [Company Name] will terminate on [Termination Date].

In recognition of your service, the Company offers you the following severance package, contingent upon your signing and returning the attached Separation Agreement by [Deadline Date]:

- **Severance Pay:** A lump sum payment of [Amount], equivalent to [Number] weeks of pay.
- **Benefits:** Health insurance coverage will continue through [Date], after which you may be eligible for [COBRA/Local Equivalency].
- **Accrued Leave:** Payment for all earned but unused vacation time, totaling [Number] hours.
- **Outplacement Services:** Access to professional career transition support for a period of [Number] months.

Please return all company property, including laptops, keys, and security badges, to [Department/Name] by [Date].

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]