

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

[Date]

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

Subject: Notice of Relocation and Severance Package Offer

Dear [Employee Name],

As previously discussed, [Company Name] will be relocating its operations from [Current Location] to [New Location] effective [Date]. As a member of [Union Name, Local #], your employment options have been determined in accordance with the Collective Bargaining Agreement (CBA).

Because you have declined the offer to relocate to the new facility, your employment with [Company Name] will terminate on [Termination Date].

Subject to the terms of the CBA and the execution of a separation agreement, you are eligible for the following severance benefits:

- **Severance Pay:** A lump sum payment of \$[Amount], calculated based on [Number] weeks of pay per year of service.
- **Health Benefits:** Coverage will continue through [Date]. You will receive COBRA enrollment information via mail.
- **Accrued Time Off:** Payment for [Number] hours of unused vacation/PTO.
- **Outplacement Services:** Access to [Provider Name] for career transition support for [Number] months.

This offer is contingent upon your continued performance of duties through your final working day and the signing of the attached Release of Claims form no later than [Deadline Date].

We encourage you to consult with your Union Representative regarding these details. We thank you for your service and wish you the best in your future endeavors.

Sincerely,

[Signature]
[Name of Sender]
[Title]
[Company Name]

cc: [Union Representative Name]