

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

[Date]

[Employee Name]
[Employee ID]
[Address]

Subject: Notice of Separation and Severance Offer due to Relocation

Dear [Employee Name],

This letter is to formally notify you that [Company Name] will be relocating its operations from [Current Location] to [New Location] effective [Date]. As we discussed, because of this relocation, your current position as [Job Title] will be eliminated at this site.

Your final day of employment will be [End Date]. You will receive payment for all hours worked up to this date, plus any accrued but unused vacation time, in your final paycheck on [Pay Date].

To assist you during this transition, the company is offering you a severance package. This package is contingent upon you remaining in your position in good standing until your final day and signing the attached Release of Claims Agreement.

The severance offer includes:

- A lump-sum payment of \$[Amount], which is equivalent to [Number] weeks of your average hourly pay.
- Continuation of health benefits through [Date] or a COBRA subsidy for [Number] months.
- Outplacement assistance services through [Provider Name] for [Number] days.

Please review the attached agreement carefully. You have until [Deadline Date] to sign and return the document to Human Resources. If you have questions regarding your benefits, unemployment insurance, or the terms of this letter, please contact [HR Representative Name] at [Phone Number/Email].

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

Sincerely,

[Signature]

[Name of Manager/HR Director]

[Title]