

[Date]

[Employee Name]

[Employee ID]

[Home Address]

Subject: Notice of Separation Due to Office Relocation

Dear [Employee Name],

This letter is to formally notify you that [Company Name] has decided to transition your current remote position to an in-office role located at [New Office Location], effective [Date].

As you have indicated that you are unable to relocate to the new office site by the required date, your employment with [Company Name] will end on [Termination Date]. This separation is due to a change in business requirements and is not a reflection of your performance.

In connection with this transition, the company is offering you a severance package. To receive these benefits, you must sign and return the enclosed Separation Agreement by [Deadline Date].

Severance Details:

- **Severance Pay:** A lump sum payment of \$[Amount], equivalent to [Number] weeks of pay.
- **Health Benefits:** Coverage will continue through [Date]. You will receive COBRA enrollment information via mail.
- **Unused PTO:** Any accrued but unused vacation time will be paid out in your final paycheck.
- **Company Equipment:** Please return your company laptop and accessories by [Date] using the provided shipping label.

Your final paycheck, including your regular wages earned through your last day, will be issued on [Date] via [Payment Method].

If you have questions regarding your benefits or the transition process, please contact [HR Name] at [HR Email/Phone].

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

Sincerely,

[Your Name]

[Your Title]

[Company Name]