

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

[Date]

[Employee Name]  
[Employee Address]

**Subject: Separation of Employment and Severance Agreement**

Dear [Employee Name],

As a result of the recent acquisition of [Target Company] by [Acquiring Company], we are writing to formally notify you that your position as [Job Title] is being eliminated. Your final day of employment will be [End Date].

In connection with this transition, we are offering you a severance package, provided you sign and return this agreement by [Deadline Date].

**1. Severance Payment**

The Company will provide you with a gross payment of \$[Amount], which represents [Number] weeks of base salary. This amount is subject to standard payroll deductions and withholdings.

**2. Benefits and COBRA**

Your health insurance benefits will continue through [Date]. After this period, you will receive information regarding your right to continue coverage under COBRA. [Optional: The Company will pay for X months of COBRA premiums].

**3. Unused Vacation**

You will be paid for all accrued but unused vacation time through your final date of employment, totaling [Number] hours.

**4. Outplacement Services**

To assist with your career transition, the Company will provide you with [Number] months of outplacement services through [Provider Name].

**5. Release of Claims**

By signing this letter, you agree to waive and release [Target Company] and [Acquiring Company] from any and all claims, liabilities, or causes of action arising out of your employment or the termination of your employment.

**6. Confidentiality**

You agree to keep the terms of this agreement confidential and continue to abide by any existing non-disclosure or proprietary information agreements signed during your tenure.

Please review this document carefully. We recommend you consult with an attorney before signing. If you choose to accept these terms, please sign and return this letter no later than [Date].

We wish you the best in your future endeavors.

Sincerely,

[Name]

[Title]

[Company Name]

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**Acknowledgment and Acceptance:**

I, [Employee Name], hereby accept the terms and conditions set forth in this Severance Agreement.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_