

[Company Header/Logo]

[Date]

[Employee Name]

[Employee Address]

[City, State, Zip Code]

Subject: Notification of Role Elimination and Severance Agreement

Dear [Employee Name],

As you are aware, [Company Name] was recently acquired by [Acquiring Company Name]. Following a review of the combined organization's structure, we have made the difficult decision to eliminate several positions to reduce role duplication. We are writing to inform you that your position as [Job Title] is being eliminated, effective [Termination Date].

This decision is a result of the merger and is not a reflection of your individual performance. We appreciate the contributions you have made during your tenure.

Severance Package:

In connection with this elimination, the Company is offering you a severance package consisting of:

- **Severance Pay:** A lump sum payment of \$[Amount], equivalent to [Number] weeks of base salary.
- **Benefits Extension:** Continued health insurance coverage through [Date] or COBRA subsidies for [Number] months.
- **Unused PTO:** Payment for all accrued but unused vacation/PTO hours through your final day.
- **Outplacement Services:** Access to [Service Provider Name] for career transition support.

Conditions:

To receive the severance pay and benefits described above, you must sign and return the attached Separation Agreement and General Release by [Deadline Date]. This agreement includes a standard release of claims against the Company.

Final Pay and Equipment:

Your final paycheck, including wages earned through [Termination Date], will be issued on [Date] via [Payment Method]. Please return all company property, including [Laptop, ID Badge, Keys], to [Department/Person] by [Date].

If you have questions regarding your benefits or the terms of this letter, please contact [HR Representative Name] at [Phone Number] or [Email Address].

We wish you the very best in your future endeavors.

Sincerely,

[Signature]

[Name of Sender]

[Title]

[Company Name]