

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

[Date]

[Employee Name]
[Employee ID]
[Address]

Subject: Notification of Separation due to Department Consolidation

Dear [Employee Name],

As a result of the recent [Merger/Acquisition] between [Company A] and [Company B], we are currently undergoing a departmental consolidation to streamline our operations. Regrettably, this process has resulted in the elimination of your current position, effective [Termination Date].

This decision is based solely on the structural changes within the organization and is not a reflection of your individual job performance.

Severance Pay

In recognition of your service, the company is offering you a severance package consisting of [Number] weeks of base salary, totaling \$[Amount]. This payment is contingent upon your signing and returning the attached Separation Agreement and General Release by [Deadline Date].

Benefits Coverage

Your health insurance benefits will continue through [Date]. Following this date, you will receive information regarding COBRA healthcare continuation coverage. Any accrued but unused Paid Time Off (PTO) will be paid out in your final paycheck on [Date].

Outplacement Services

To assist with your career transition, the company is providing [Number] months of outplacement assistance through [Service Provider Name].

Company Property

Please return all company property, including laptops, keys, and badges, to [Department/Name] by [Date].

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

Sincerely,

[Signature]

[Name of Sender]

[Title]

[Human Resources Department]