

[Company Letterhead]

[Date]

[Employee Name]

[Employee Address]

[City, State, Zip Code]

Subject: Notification of Separation due to Post-Merger Restructuring

Dear [Employee Name],

Following the recent merger between [Company A] and [Company B], we have conducted a comprehensive review of our combined organizational structure. As a result of this restructuring and the elimination of redundant roles, we regret to inform you that your position as [Job Title] is being eliminated, effective [End Date].

This decision is a result of corporate reorganization and does not reflect your individual job performance.

To assist you during this transition, [Company Name] is offering you a severance package, contingent upon your signature on the attached Separation Agreement and General Release. The package includes:

- **Severance Pay:** A lump sum payment of \$[Amount], equivalent to [Number] weeks of pay.
- **Benefits:** Healthcare coverage will continue through [Date]. You will receive separate information regarding COBRA enrollment.
- **Unused PTO:** Payment for [Number] hours of accrued but unused vacation time.
- **Outplacement Services:** Access to [Service Provider Name] for career coaching and resume assistance for [Number] months.

Please review the attached Separation Agreement carefully. You have until [Deadline Date] to sign and return the document. We encourage you to consult with an attorney before signing.

On behalf of the company, we thank you for your contributions and wish you success in your future endeavors.

Sincerely,

[Signature]

[Name of Sender]

[Title]

[Company Name]

Attachment: Separation Agreement and General Release