

[Company Name]
[Address Line 1]
[City, State, Zip Code]

[Date]

[Employee Name]
[Employee ID]
[Address Line 1]
[City, State, Zip Code]

Dear [Employee Name],

Following the recent merger between [Company Name] and [Acquiring/Merging Company Name], we have conducted a comprehensive review of the new organizational structure. As a result of this integration, several roles have been identified as redundant. We regret to inform you that your position as [Job Title] is being eliminated, effective [Termination Date].

To assist you during this transition, [Company Name] is offering you a severance package. This package is contingent upon your signing and returning the attached Separation Agreement and General Release by [Deadline Date].

Severance Payment:

The company offers you a lump sum payment of \$[Amount], which is equivalent to [Number] weeks of pay, less applicable taxes and withholdings.

Benefits Coverage:

Your health insurance benefits will continue through [Date]. Following this period, you will receive information regarding your right to continue coverage under COBRA.

Unused Paid Time Off:

You will be paid for all earned but unused vacation/PTO days in your final paycheck, issued on [Date].

Outplacement Services:

To support your career transition, we are providing [Number] months of outplacement services through [Service Provider Name].

Company Property:

Please return all company property, including laptops, keys, and security badges, to the HR department by [Date].

We thank you for your contributions to [Company Name] and wish you success in your future endeavors. If you have questions regarding your benefits or this transition, please contact [HR Contact Name] at [Phone/Email].

Sincerely,

[Signature]

[Name of Authorized Official]

[Title]