

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

[Date]

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

Dear [Employee Name],

As recently announced, [Current Company Name] has entered into a definitive agreement to merge with [Acquiring Company Name]. As a result of this transition, your current position will be eliminated effective [Last Day of Employment].

To ensure a smooth transition, we are offering you a severance package, contingent upon your continued employment through the Transition Period ending on [Date] and the signing of a separation agreement.

1. Severance Pay:

You will receive a severance payment in the amount of \$[Amount], which is equivalent to [Number] weeks of pay. This will be paid in a lump sum on the first regular payroll date following your final day of employment.

2. Transition Bonus:

Provided you remain in good standing and complete all assigned transition tasks through [Date], you will receive a one-time retention bonus of \$[Amount].

3. Health Benefits:

Your current health insurance coverage will continue through [Date]. After this date, you will be eligible for COBRA. The company will provide [Number] months of subsidized COBRA premiums.

4. Outplacement Services:

The company will provide access to outplacement services through [Provider Name] for a period of [Number] months to assist in your career transition.

5. Accrued Leave:

You will be paid for all earned but unused Vacation/PTO hours in your final paycheck.

Please review the attached Separation Agreement and Release of Claims. To receive the benefits listed above, you must sign and return the agreement no later than [Date].

We appreciate your hard work and dedication during your time with [Company Name] and wish you the best in your future endeavors.

Sincerely,

[Sender Name]

[Title]

[Company Name]