

Date: [Insert Date]

To: [Insert Manager Name or HR Representative]

Company: [Insert Company Name]

Subject: Notice of Relocation Refusal and Request for Severance

Dear [Insert Name],

I am writing in response to the announcement regarding the merger/acquisition between [Company A] and [Company B], and the subsequent offer to relocate my position to [Insert New Location].

After careful consideration of my personal and professional circumstances, I am formally declining the offer to relocate. Due to this relocation being a requirement for my continued employment following the merger, I understand that my position will be eliminated effective [Insert Last Working Date].

As this termination is due to a structural reorganization and a change in the location of my role, I am requesting the formal severance package as outlined in the [Company Name] employee handbook/merger agreement. Please provide the necessary documentation regarding:

- Severance pay calculations based on my years of service.
- Extended health insurance benefits or COBRA information.
- Payout details for accrued but unused vacation/PTO.
- Outplacement support services, if applicable.

I am committed to ensuring a smooth transition of my current responsibilities until my final day. Please let me know the next steps regarding the offboarding process.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Employee ID]