

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

[Date]

[Employee Name]
[Employee ID]
[Address]

Subject: Notification of Facility Closure and Severance Agreement

Dear [Employee Name],

As a result of the recent [Merger/Acquisition] between [Company A] and [Company B], we are writing to formally notify you that the facility located at [Facility Address] will be permanently closing. Consequently, your employment with [Company Name] will terminate effective [Separation Date].

In appreciation of your service, we are offering you a severance package, provided you sign and return the attached Release of Claims Agreement by [Deadline Date].

Severance Benefits:

- **Severance Pay:** You will receive [Number] weeks of base pay, totaling \$[Amount], paid in a [Lump Sum/Installments].
- **Health Benefits:** Your current medical coverage will continue through [Date]. After this period, you will be eligible for COBRA enrollment.
- **Unused PTO:** Any accrued but unused Paid Time Off will be paid out in your final paycheck on [Date].
- **Outplacement Services:** You will have access to career transition services through [Provider Name] for [Number] months.

Company Property:

Please return all company property, including keys, badges, laptops, and mobile devices, to the Human Resources department no later than [Date].

Next Steps:

Please review the attached Agreement carefully. We recommend you consult with an attorney before signing. If you have any questions regarding your benefits or the transition process, please contact [Contact Name] at [Phone/Email].

Thank you for your contributions to the company, and we wish you the best in your future endeavors.

Sincerely,

[Signature]
[Name of Sender]
[Title]
[Company Name]