

**[Date]**

**[Employee Name]**

[Employee ID]

[Address]

**Subject: Notice of Early Termination due to Company Restructuring**

Dear [Employee Name],

As discussed, [Company Name] is currently undergoing a formal organizational restructuring. As a result of these changes, your position as [Job Title] is being eliminated. While we initially anticipated a later departure date, we are moving forward with an early termination of your employment, effective [Last Working Day Date].

In recognition of your service and to assist with your transition, the company is offering you the following severance package:

- **Severance Pay:** A lump sum payment of [Amount], equivalent to [Number] weeks of pay.
- **Unused Leave:** Payment for [Number] days of accrued but unused vacation/PTO time.
- **Benefits Extension:** Health insurance coverage will continue through [Date], after which you will be eligible for COBRA.
- **Outplacement Services:** Access to professional career coaching and resume support for [Number] months.

This severance package is contingent upon you signing and returning the attached Separation Agreement and General Release by [Deadline Date].

On your final day, please return all company property, including your laptop, building keys, and corporate credit cards. You will receive a separate email regarding the process for your final paycheck and tax documentation.

We thank you for your contributions to [Company Name] and wish you the best in your future endeavors.

Sincerely,

[Your Name]

[Your Title]

[Company Name]