

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

[Date]

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

Subject: Notice of Early Termination and Severance Agreement

Dear [Employee Name],

This letter serves as formal notification that your employment with [Company Name] is being terminated effective [Last Working Day Date]. This decision is due to [reason for termination, e.g., reorganization/reduction in force] and is not a reflection of your individual performance.

Final Pay and Benefits

You will receive your final paycheck on [Date], which will include payment for all hours worked through your last day, as well as [Number] days of accrued but unused vacation time. Your health insurance coverage will continue until [Date].

Severance Offer

In appreciation of your service, the Company offers you a severance package consisting of:

- A lump sum payment of \$[Amount], equivalent to [Number] weeks of pay.
- [Additional benefits, e.g., outplacement services or extended health coverage].

Conditions

To receive the severance payment described above, you must sign and return the attached Separation Agreement and General Release by [Deadline Date]. This agreement includes a release of all claims against the Company and confidentiality obligations.

Company Property

Please return all company property, including keys, laptop, and security badges, to [Name/Department] by [Date].

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

Sincerely,

[Sender Name]
[Sender Title]

Acknowledgment

By signing below, I acknowledge receipt of this notice.

[Employee Signature]

[Date]