

[Company Letterhead]

[Date]

[Employee Name]

[Employee Address]

[City, State, Zip Code]

Subject: Notice of Facility Closure and Severance Terms

Dear [Employee Name],

This letter serves as formal notification that [Company Name] will be permanently closing its facility located at [Facility Address], effective [Final Closure Date]. As a result, your employment will terminate on [Employee Termination Date].

This decision is final and is due to [Brief Reason, e.g., business restructuring/economic conditions]. This closure affects all positions at this location. We have notified [Union Name, Local #] regarding this decision in accordance with our Collective Bargaining Agreement (CBA).

In accordance with the CBA and recent negotiations, you are eligible for the following severance package, contingent upon your continued satisfactory performance through your final date of employment:

- **Severance Pay:** You will receive [Amount/Calculation, e.g., one week of pay for every year of service], totaling \$[Amount].
- **Health Benefits:** Your current coverage will continue through [Date]. After this, you will receive information regarding COBRA enrollment.
- **Accrued Time Off:** You will be paid for [Number] hours of accrued but unused vacation/PTO in your final paycheck.
- **Outplacement Services:** [Details of career transition support, if applicable].

Your final paycheck, including all wages earned up to your last day and the payout for accrued time off, will be issued on [Date] via [Payment Method].

Please return all company property, including keys, badges, and equipment, to [Department/Person] by [Date].

If you have questions regarding your union rights, please contact your Union Steward, [Name], at [Phone/Email]. For questions regarding company benefits or payroll, please contact Human Resources at [Phone/Email].

We thank you for your service and dedication to [Company Name].

Sincerely,

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

cc: [Union Name, Local #]