

[Date]

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

Subject: Notice of Facility Closure and Severance Agreement

Dear [Employee Name],

Please be advised that [Company Name] will be permanently closing its facility located at [Facility Address] effective [Closing Date]. As a result of this closure, your employment as an hourly staff member will terminate on [Last Working Day].

In appreciation of your service, the Company is offering you a severance package. This package is contingent upon your continued satisfactory performance through your final day and your signature on the attached Separation Agreement and General Release.

Severance Payment:

The Company offers you a lump sum payment of \$[Amount], which is equivalent to [Number] weeks of pay at your current hourly rate. This payment is subject to standard payroll taxes and withholdings.

Benefits Coverage:

Your health benefits will continue through [Date]. After this date, you will receive information regarding your right to continue coverage under COBRA. Any accrued but unused Paid Time Off (PTO) will be paid out in your final paycheck.

Final Paycheck:

You will receive your final paycheck on [Date], which will include all wages earned up to your last day of work.

To accept this offer, please sign and return the attached agreement by [Deadline Date]. If you have any questions regarding your benefits or this transition, please contact [HR Contact Name] at [Phone/Email].

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

Sincerely,

[Signature]
[Name of Management/HR Representative]
[Title]