

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

[Date]

[Employee Name]
[Employee ID]
[Home Address]

Subject: Notice of Partial Facility Closure and Severance Agreement

Dear [Employee Name],

This letter is to formally notify you that [Company Name] has made the difficult decision to partially close its facility located at [Facility Location]. This closure will result in the elimination of several positions, including yours.

Your final day of employment will be [Last Working Date]. This decision is due to [Reason for closure, e.g., restructuring/operational changes] and is not a reflection of your individual performance.

To assist you during this transition, the Company is offering you a severance package, contingent upon your signature on the attached Separation Agreement and General Release. The package includes:

- **Severance Pay:** A gross amount of \$[Amount], equivalent to [Number] weeks of pay.
- **Benefit Coverage:** Health insurance coverage will continue through [Date], after which you will be eligible for COBRA.
- **Unused PTO:** Payment for [Number] hours of accrued but unused vacation/PTO time.
- **Outplacement Services:** Access to [Service Name] for career transition support until [Date].

Please review the attached Agreement carefully. You have until [Deadline Date] to sign and return the document to the Human Resources department. We encourage you to consult with an attorney before signing.

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

Sincerely,

[Name of Manager/HR Representative]
[Title]
[Company Name]