

CONFIDENTIAL

[Date]

[Employee Name]

[Employee Title]

[Address]

RE: Notice of Facility Closure and Severance Agreement

Dear [Employee Name],

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

In recognition of your leadership and service, the Company is offering you the following severance package, contingent upon your execution of a Separation Agreement and General Release:

- **Severance Pay:** A lump sum payment of \$[Amount], equivalent to [Number] months of base salary.
- **Bonus Eligibility:** A pro-rated performance bonus for the current fiscal year in the amount of \$[Amount].
- **Benefit Continuation:** Company-paid COBRA premiums for [Number] months.
- **Outplacement Services:** Executive-level outplacement assistance for [Number] months.

Final Pay: Regardless of whether you sign the severance agreement, you will receive your final paycheck on [Date], which includes all earned wages and accrued but unused vacation time through your final day of employment.

Next Steps: Attached to this letter is the formal Separation Agreement. You have [Number] days to review this document. We advise you to consult with legal counsel before signing.

We appreciate your contributions to [Company Name] and your professional management during this transition period.

Sincerely,

[Name]

[Title/Board of Directors]

[Company Name]