

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

[Date]

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

Dear [Employee Name],

I am writing to formally notify you that your employment with [Company Name] is being terminated due to [Reason for Layoff, e.g., corporate restructuring/economic conditions], effective [End Date]. This decision is final and is not a reflection of your individual performance.

Severance Package Details:

- **Severance Pay:** You will receive [Amount/Number of Weeks] of severance pay, totaling [Total Amount]. This will be paid via [Payment Method] on [Payment Date].
- **Vacation Payout:** You will be paid for all accrued but unused vacation time in your final paycheck.
- **Health Benefits:** Your current health insurance coverage will continue until [Date]. After this, you will be eligible for COBRA continuation coverage. Information regarding COBRA will be sent to you under separate cover.
- **Outplacement Services:** [Company Name] is offering you [Duration] of career transition services through [Provider Name].

Next Steps:

To receive the severance pay mentioned above, you are required to sign and return the enclosed Separation Agreement and General Release by [Deadline Date].

Please return all company property, including [Laptop, Keys, ID Badge], to [Department/Person] by [Date].

If you have any questions regarding your benefits or the transition process, please contact [HR Contact Name] at [Phone Number/Email].

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

Sincerely,

[Your Name]
[Your Title]
[Company Name]