

[Date]

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

Subject: Notification of Separation of Employment

Dear [Employee Name],

Please be advised that [Company Name] is undergoing a restructuring due to a Reduction in Force (RIF). Regrettably, this means your position as [Job Title] is being eliminated, effective [Last Day of Employment].

In appreciation of your service, the company is offering you a severance package. This package is contingent upon you signing and returning the attached Separation Agreement and General Release of Claims no later than [Deadline Date].

The proposed severance benefits include:

- **Severance Pay:** A lump sum payment of \$[Amount], equivalent to [Number] weeks of pay.
- **Vacation Pay:** Payment for all accrued but unused vacation time through your final date.
- **Health Benefits:** Coverage will continue through [Date]. Information regarding COBRA enrollment will be mailed separately.
- **Outplacement Services:** Access to [Service Name] for career transition assistance for [Duration].

On your last day, please return all company property, including keys, badges, laptops, and any proprietary documents. You will receive your final paycheck on [Date] which includes your regular earnings through your last day of work.

We encourage you to review the attached agreement carefully. If you have any questions regarding your benefits or the transition process, please contact [HR Representative Name] at [Phone Number] or [Email].

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

Sincerely,

[Authorized Signature]  
[Name of Signatory]  
[Title]