

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

[Date]

[Employee Name]
[Employee Address]

Re: Notice of Role Elimination and Severance Offer

Dear [Employee Name],

We are writing to inform you that due to a restructuring of our department, your position as [Job Title] is being eliminated, effective [Last Working Day].

As you are currently within your probationary period, this decision is based solely on organizational changes and is not a reflection of your individual performance. We appreciate the contributions you have made during your time with us.

To assist you during this transition, [Company Name] is offering you a severance package. This package includes:

- A lump-sum payment of \$[Amount], equivalent to [Number] weeks of pay.
- Payment for all accrued but unused vacation time (if applicable).
- [List any other benefits, such as career counseling or extended health coverage].

This severance offer is contingent upon your signing the attached Separation Agreement and Release of Claims, which must be returned to Human Resources no later than [Deadline Date].

Your final paycheck, including your regular wages through your last day of work, will be issued on [Date] via [Direct Deposit/Check]. Please return all company property, including [Keys, Laptop, ID Badge], to [Department/Person] by [Time] on your final day.

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

We wish you the very best in your future endeavors.

Sincerely,

[Sender Name]
[Sender Title]