

[Company Letterhead]

[Date]

[Employee Name]

[Employee Address]

[City, State, Zip Code]

Subject: Separation of Employment and Severance Offer

Dear [Employee Name],

This letter serves to confirm that your employment with [Company Name] will terminate effective [Termination Date].

In connection with your departure, the Company is offering you the following severance package, provided you sign and do not revoke the enclosed Separation Agreement and General Release:

1. Severance Pay: The Company will provide a lump sum payment of \$[Amount], equivalent to [Number] weeks of pay, less applicable taxes and withholdings.

2. Outplacement Services: To assist in your career transition, the Company will provide you with [Number] months of outplacement services through [Outplacement Firm Name]. These services include career coaching, resume writing assistance, and job search resources. You must enroll in these services by [Enrollment Deadline].

3. Benefits: Your health insurance coverage will continue through [Date]. Following this date, you will receive information regarding your right to continue coverage under COBRA.

4. Return of Property: Please return all company property, including keys, laptop, and security badges, by [Date].

Please review the enclosed Agreement carefully. You have [Number] days to consider this offer. We encourage you to consult with an attorney before signing.

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

Sincerely,

[Name]

[Title]

[Company Name]