

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

[Date]

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

Re: Notice of Separation of Employment

Dear [Employee Name],

This letter serves to notify you that [Company Name] is conducting a reduction in force due to [reason for reduction]. As a result, your position as [Job Title] is being eliminated, and your employment will terminate effective [Termination Date].

To assist you during this transition, the Company is offering you a severance package, provided you sign and return the enclosed Separation Agreement and General Release by [Deadline Date].

Severance Pay:

The Company will provide you with a severance payment in the amount of \$[Amount], equivalent to [Number] weeks of pay. This amount is subject to applicable taxes and withholdings and will be paid in [a lump sum / installments] starting on the first pay period following the effective date of the Agreement.

Outplacement Services:

To support your career transition, the Company will provide you with [Number] months of professional outplacement services through [Name of Outplacement Firm]. These services include career coaching, resume writing assistance, and job search resources. You will receive an enrollment email from the firm within [Number] business days.

Benefits Coverage:

Your health insurance benefits will continue through [Date]. After this date, you will receive information regarding your right to continue coverage under COBRA. Any accrued but unused vacation time will be paid out in your final paycheck on [Final Pay Date].

Company Property:

Please return all company property, including keys, ID badges, laptops, and credit cards, to [Department/Name] by [Date].

We thank you for your service and wish you success in your future endeavors.

Sincerely,

[Signature]
[Name of Sender]
[Title]
[Company Name]