

[Date]

[Employee Name]

[Employee ID]

[Home Address]

Subject: Notice of Separation and Severance Agreement

Dear [Employee Name],

As discussed during our meeting today, [Company Name] is currently undergoing a corporate restructuring to align our resources with our long-term strategic goals. Regrettably, this process results in the elimination of your position, effective [Termination Date].

To assist you during this transition, the Company is offering you a severance package, contingent upon your signature of the attached Separation Agreement and General Release.

1. Severance Payment

The Company will provide you with a gross severance payment of \$[Amount], which is equivalent to [Number] weeks of your base salary. This amount is subject to standard payroll tax withholdings and will be paid in a lump sum on the first regular pay date following the effective date of the signed Agreement.

2. Health Benefits

Your current health insurance coverage will continue through [Date]. Following this date, you will receive information regarding your right to continue coverage under COBRA. If you elect COBRA, the Company will subsidize your premiums for a period of [Number] months.

3. Outplacement Services

To support your career transition, the Company has engaged [Name of Outplacement Firm] to provide you with professional outplacement services. These services include career coaching, resume writing assistance, and job search resources. You will have access to these services for a period of [Number] months starting [Start Date]. Please contact [Contact Name] at [Phone/Email] to activate your account.

4. Accrued Leave

You will be paid for all earned but unused vacation/Paid Time Off (PTO) through your final day of employment. This will be included in your final paycheck on [Date].

5. Company Property

Please return all company property, including laptop, building keys, and corporate credit cards, to [Department/Name] by [Date].

To accept this offer, please review, sign, and return the attached Separation Agreement to [Name/HR Department] no later than [Deadline Date].

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

Sincerely,

[Signature]

[Name of Sender]

[Title]

[Company Name]