

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

[Date]

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

Dear [Employee Name],

This letter is to formally notify you that your position as [Job Title] with [Company Name] is being eliminated due to [reason for elimination, e.g., corporate restructuring/downsizing], effective [Termination Date].

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

Severance Pay:

You are eligible to receive [Number] weeks of severance pay, totaling [Amount], minus applicable taxes and withholdings. This will be paid in [a lump sum / bi-weekly installments] starting on the first pay period following the effective date of your signed agreement.

Outplacement Services:

To support your career transition, we are providing you with [Number] months of professional outplacement services through [Name of Outplacement Firm]. These services include resume writing, interview coaching, and job search assistance. You will receive a separate email from [Name of Outplacement Firm] with instructions on how to activate your account.

Benefits:

Your health insurance coverage will continue through [Date]. Following this date, you will receive information regarding your right to continue coverage under COBRA. Your unused Vacation/PTO balance of [Number] hours will be paid out in your final paycheck.

Company Property:

Please return all company property, including your [laptop, keys, ID badge], by [Date].

Please review the attached Separation Agreement carefully. You have until [Date] to sign and return the document. We recommend you consult with an attorney before signing.

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]