

[Company Header/Logo]

[Date]

[Employee Name]

[Employee Address]

[City, State, Zip Code]

Subject: Notice of Separation Due to Department Closure

Dear [Employee Name],

Please be advised that [Company Name] has made the difficult decision to permanently close the [Department Name] department. As a result, your position as [Job Title] will be eliminated, and your employment will terminate effective [Separation Date].

To assist you during this transition, the company is offering you a severance package. This package is contingent upon you signing and returning the attached Separation Agreement and General Release by [Deadline Date].

Severance Pay:

You are eligible to receive [Number] weeks of severance pay, totaling \$[Amount], less applicable taxes and withholdings. This will be paid in [a lump sum / bi-weekly installments] starting [Date].

Outplacement Services:

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

Benefits Coverage:

Your health insurance benefits will continue through [Date]. Following this, you will receive information regarding your right to continue coverage under COBRA. You will also be compensated for any accrued but unused vacation time in your final paycheck.

Company Property:

Please return all company property, including your laptop, keys, and security badges, to [Name/Department] by [Date].

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

Sincerely,

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