

[Company Letterhead]

[Date]

[Employee Name]

[Job Title]

[Home Address]

Subject: Notice of Separation of Employment

Dear [Employee Name],

This letter serves as formal notification that your employment with [Company Name] is being terminated due to [reason for separation, e.g., organizational restructuring], effective [Final Working Date].

1. Severance Pay

In recognition of your service at a managerial level, the Company offers you a severance payment of [Amount/Number of Weeks]. This payment is subject to your signing and not revoking the attached Separation Agreement and General Release by [Deadline Date]. Payment will be made via [Direct Deposit/Check] on the next regularly scheduled pay period following the effective date of the Agreement.

2. Outplacement Services

To support your career transition, the Company will provide you with [Number] months of executive outplacement services through [Name of Outplacement Firm]. These services include executive coaching, resume development, and interview preparation. You will receive an enrollment email from the provider within [Number] business days.

3. Benefits and COBRA

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

4. Company Property

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

5. Ongoing Obligations

We remind you of your ongoing obligations under the [Non-Disclosure/Non-Compete] agreement you signed on [Date].

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

Sincerely,

[Signature]

[Name of Signing Authority]

[Title]

[Company Name]