

[Company Letterhead]

[Date]

[Employee Name]

[Employee Address]

[City, State, Zip Code]

Subject: Notice of Separation and Severance Agreement

Dear [Employee Name],

This letter confirms that your employment with [Company Name] is being terminated due to [Reason for Separation, e.g., corporate restructuring], effective [Last Working Day].

We want to thank you for your [Number] years of dedicated service. In recognition of your long-term commitment, we are offering the following severance package, contingent upon your signature of the attached Separation Agreement and General Release:

- **Severance Pay:** A lump sum payment of \$[Amount], equivalent to [Number] weeks of pay.
- **Vacation Payout:** Payment for all accrued but unused vacation time through your final date.
- **Health Benefits:** Continuation of health insurance coverage under COBRA until [Date], with premiums paid by the company.

Outplacement Services

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

Next Steps

Please review the attached Agreement carefully. You have [Number] days to consider this offer. If you choose to accept, please return a signed copy to the HR Department by [Deadline Date].

All company property, including keys, badges, and laptops, must be returned by [Date].

We wish you the best in your future endeavors.

Sincerely,

[Sender Name]
[Sender Title]
[Company Name]