

[Company Logo]

[Date]

[Employee Name]

[Employee ID]

[Home Address]

Subject: Notice of Permanent Separation due to Corporate Restructuring

Dear [Employee Name],

As you are aware, you were placed on temporary furlough on [Furlough Start Date] due to [Brief Reason, e.g., corporate restructuring]. At that time, we hoped to return you to active employment. However, after further review of our organizational needs and the ongoing restructuring process, we have made the difficult decision to make your separation permanent, effective [Separation Date].

This decision is a result of a reduction in force and is not a reflection of your individual performance.

Severance and Benefits

In connection with this restructuring, the company is offering you the following:

- **Severance Pay:** You are eligible for [Amount/Weeks] of severance pay, totaling \$[Amount]. This is contingent upon the signing of the attached Separation Agreement.
- **Final Paycheck:** Your final paycheck, including all hours worked and accrued but unused vacation time, will be paid on [Date] via [Method].
- **Health Insurance:** Your current benefits will continue through [Date]. After this, you will receive information regarding COBRA continuation coverage.

Company Property

Please return all company property, including [Laptop, Keys, ID Badge, etc.], to [Location/Department] by [Date].

Outplacement Services

To assist with your transition, the company is providing [Number] months of outplacement services through [Service Provider Name].

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

Sincerely,

[Signature]

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