

[Company Letterhead/Logo]

[Date]

[Employee Full Name]

[Employee Address]

[City, State, Zip Code]

**Subject: Notice of Permanent Severance due to Department Closure**

Dear [Employee Name],

We are writing to provide you with an update regarding your current furlough status, which began on [Furlough Start Date].

Due to a strategic restructuring and the permanent closure of the [Department Name] Department, we regret to inform you that your employment with [Company Name] will be permanently terminated effective [Separation Date]. This decision is final and is due to the complete cessation of operations within your department.

**Final Compensation and Benefits**

Your final paycheck, including all wages earned up to your separation date and payment for any accrued but unused Paid Time Off (PTO), will be issued on [Date] via [Payment Method]. Your health insurance coverage will continue through [Date], after which you will receive information regarding COBRA continuation coverage.

**Severance Package**

To assist with your transition, the company is offering you a severance package consisting of [Number] weeks of pay. To receive this benefit, you must sign and return the enclosed Separation Agreement and Release of Claims by [Deadline Date].

**Company Property**

Please arrange to return all company property, including [Key Cards, Laptops, Documents], by [Date]. Please contact [Contact Person/Department] to coordinate the return or shipment of these items.

**Reference and Support**

We appreciate the contributions you made during your time with us. For employment verification, future employers may contact [HR Phone Number/Email]. We have also enclosed information regarding [Outplacement Services/Unemployment Benefits] for your review.

We wish you the very best in your future professional endeavors.

Sincerely,

[Signature]

[Name of Sender]

[Title]

[Company Name]

Enclosures: [Separation Agreement, COBRA Information, etc.]