

[Company Name]
[Company Address]
[City, State, Zip Code]

[Date]

[Employee Name]
[Employee Address]
[City, State, Zip Code]

Subject: Transition from Furlough to Permanent Separation

Dear [Employee Name],

Since placing you on temporary furlough on [Furlough Start Date], [Company Name] has continued to monitor its financial position. Due to ongoing economic hardship and a sustained downturn in business operations, we must inform you that we are unable to return you to active employment.

Effective [Termination Date], your status will change from furloughed to a permanent separation of employment due to a reduction in force.

In recognition of your service, the company is offering the following severance package:

- **Severance Pay:** A total amount of \$[Amount], subject to standard withholdings.
- **Final Pay:** Your final paycheck, including all earned wages and accrued unused vacation time, will be paid on [Date].
- **Benefits:** Your health insurance coverage will continue through [Date]. Information regarding COBRA enrollment will be sent under separate cover.

To receive the severance pay described above, you must sign and return the attached Separation Agreement by [Deadline Date].

Please return all company property, including keys, badges, and electronic devices, by [Date] via [Return Method].

We appreciate your contributions to [Company Name] and regret that these economic circumstances have led to this decision. We wish you the best in your future endeavors.

Sincerely,

[Signature]
[Name of Sender]
[Title]