

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

[Date]

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

Subject: Notification of Permanent Severance of Employment

Dear [Employee Name],

As you are aware, you were placed on furlough effective [Furlough Start Date] due to [Reason for Furlough, e.g., economic conditions/restructuring]. At that time, we remained hopeful that business conditions would allow for your return to active status.

Unfortunately, after a thorough review of our current operational requirements and long-term business outlook, we have reached the difficult decision to transition your current furlough to a permanent severance of employment. Your employment with [Company Name] will officially terminate effective [Termination Date].

Final Pay and Benefits

Your final paycheck, which includes payment for all hours worked up to the start of your furlough and any accrued but unused vacation time (as applicable by law or company policy), will be [issued/mailed] on [Date].

Severance Package

In recognition of your service, the company is offering you a severance package consisting of [Details of Severance]. This offer is contingent upon the signing and return of the attached Separation Agreement by [Deadline Date].

Insurance and COBRA

Your company-sponsored benefits will continue through [Date]. You will receive a separate notice via mail regarding your right to continue healthcare coverage under COBRA.

Company Property

Please arrange for the return of all company property, including [Key/Laptop/ID Badge], by [Date]. You may contact [Name/Department] to coordinate the return process.

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

Sincerely,

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