

[Date]

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

Subject: Notice of Permanent Separation of Employment

Dear [Employee Name],

We are writing to inform you of a formal change regarding your employment status with [Company Name]. As you are aware, you were placed on a temporary furlough effective [Furlough Start Date] due to [Reason for Furlough, e.g., economic conditions/restructuring].

Unfortunately, due to continued business challenges, we have made the difficult decision to convert your temporary furlough into a permanent layoff. Your employment with [Company Name] will officially terminate effective [Termination Date].

Compensation and Benefits

Your final paycheck, including payment for all hours worked up to your furlough date and any accrued but unused vacation time (where applicable by law), will be issued on [Date] via [Payment Method].

Severance Package

[Select one option below]

- You are eligible for a severance payment in the amount of [Amount/Weeks of Pay]. A separate Severance Agreement detailing the terms and release of claims is attached for your review.
- You are not eligible for severance pay at this time.

Health Insurance and COBRA

Your company-sponsored health benefits will end on [Date]. You will receive a separate mailing containing information on how to continue your coverage through COBRA.

Company Property

Please arrange to return all company property, including [Laptop, Keys, ID Badges, etc.], by [Date]. Please contact [Name/Department] to coordinate the return process.

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

Sincerely,

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