

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

[Date]

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

Re: Notice of Permanent Separation of Employment

Dear [Employee Name],

As you are aware, you were placed on temporary furlough on [Furlough Start Date] due to [Reason for Reduction, e.g., economic conditions/restructuring]. At that time, we hoped to return you to active employment. However, after further review of our business requirements, we have made the difficult decision to make this workforce reduction permanent.

Your employment with [Company Name] will officially terminate effective [Termination Date].

In connection with this permanent separation, the company is offering you a severance package. The details of this package are as follows:

- **Severance Pay:** [Amount or calculation, e.g., two weeks of pay].
- **Benefit Coverage:** [Details regarding health insurance/COBRA].
- **Final Paycheck:** You will receive payment for all hours worked up to the furlough date and any accrued, unused vacation time on [Date].

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

Please return all company property, including [keys, laptops, ID badges], to [Department/Person] by [Date] if you have not already done so.

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

Sincerely,

[Name]
[Title]
[Company Name]