

[Date]

[Employee Name]

[Employee ID]

[Home Address]

Subject: Notice of Separation of Employment

Dear [Employee Name],

Please be advised that due to a corporate restructuring, your position as [Job Title] is being eliminated effective [Last Working Day]. This decision is based on business requirements and is not a reflection of your individual performance.

Final Pay and Benefits:

Your final paycheck, including all hours worked and accrued vacation time, will be issued on [Date] via [Payment Method]. Your health insurance coverage will continue through [Date], after which you will receive information regarding COBRA enrollment.

Severance and Support:

In recognition of your service, the company is offering a severance package contingent upon the signing of a separation agreement. Details of this package, along with outplacement support resources for administrative professionals, are attached to this letter.

Company Property:

Please return all company property, including your laptop, building keys, and corporate credit cards, to [Department/Location] by [Date].

Transition Assistance:

If you have questions regarding your transition or need an employment verification letter, please contact the Human Resources department at [Phone Number] or [Email Address].

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

Sincerely,

[Name]

[Title]

[Company Name]