

Severance Package Offer Letter

Date: [Insert Date]

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

Dear [Employee's Name],

This letter is to formally offer you a severance package following your termination from [Company Name], effective [Termination Date]. We appreciate your contributions during your time with us and wish to support you during this transition.

Severance Package Details

- Severance Pay: [Amount] to be paid in [number] installments.
- Health Insurance: Continued coverage for [number] months.
- Outplacement Services: Access to professional career coaching for [number] months.
- Unused Vacation: Payment for [number] days of unused vacation.

Please review the attached documents for further details regarding the severance package. We kindly request that you sign and return the acknowledgment form by [response deadline].

If you have any questions or require further assistance, please do not hesitate to contact [HR Contact Name] at [Contact Information].

Thank you for your service to [Company Name]. We wish you the best in your future endeavors.

Sincerely,

[Your Name]
[Your Title]
[Company Name]