

Important Severance Details

Dear [Employee's Name],

As part of our ongoing operational restructuring process, we regret to inform you that your position will be eliminated effective [Date]. We appreciate your contributions and commitment during your time with us.

Severance Package Details

- **Severance Pay:** You will receive [amount] as severance pay, calculated at [calculation method].
- **Health Benefits:** Your health benefits will continue until [date], with options for continuation through COBRA.
- **Outplacement Services:** You will have access to outplacement services to aid in your job search.
- **Final Paycheck:** Your final paycheck, including accumulated vacation days, will be provided on [date].

Next Steps

Please schedule a meeting with [HR Contact Name] at [contact information] to discuss the details and answer any questions you may have.

We are truly grateful for your hard work and dedication, and we wish you all the best in your future endeavors.

Sincerely,
[Your Name]
[Your Title]
[Company Name]