

# Severance Notice

Date: [Insert Date]

[Employee Name]

[Employee Address]

[City, State, Zip Code]

Dear [Employee Name],

We regret to inform you that due to [reason for layoff, e.g., economic downturn, restructuring], your position with [Company Name] will be terminated, effective [Last Working Day]. This decision was not made lightly, and we appreciate your contributions during your time with us.

As part of the severance package, you will receive the following:

- Severance pay equivalent to [number] weeks/months of salary
- Continued health benefits for [duration]
- Outplacement services to assist with your job search

Please return any company property by your last working day. If you have any questions regarding your severance package, feel free to reach out to [Contact Person, Title, Phone Number].

We wish you the best in your future endeavors.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Company Address]

[City, State, Zip Code]