

[ExampleCompany Letterhead]

[Date: March 10, 2023]

[Employee's Name and Address: John Doe, 123 Liberty Avenue, Anytown, AN 12345]

Dear Mr. Doe,

We regret to inform you that your employment with ExampleCompany, Inc. will be terminated as of March 10, 2023. This difficult decision has been taken due to the ongoing restructuring of the company and the elimination of certain positions, including yours.

Under the terms of your employment contract, you are entitled to a severance package which includes the following:

Severance pay equivalent to six months of your current salary (\$50,000).
Continuation of health benefits for six months following the termination date.
Outplacement support services to assist you in your job search.
Please ensure that all company property in your possession, including laptops, mobile devices, and any confidential documents, are returned by March 15, 2023.
Your final paycheck, including accrued vacation pay, will be available on your last working day. You will receive it upon the return of the said company property.

We appreciate the hard work and dedication you have shown during your tenure with us and we are committed to assisting you during this transition. You may contact our Human Resources department if you have any questions regarding your severance benefits or require further information.

We thank you for your contributions to ExampleCompany and wish you the best in your future endeavors.

Sincerely,

Richard Roe
Human Resources Director
ExampleCompany, Inc.