

[Date]

[Employee Name]

[Employee Address]

[City, State, Zip Code]

Subject: Notification of Outplacement Services

Dear [Employee Name],

As a follow-up to our recent discussion regarding the transition of your employment, we want to provide you with information regarding the outplacement services available to you.

The purpose of these services is to provide professional support and resources to assist you in your career transition and help you secure new employment as quickly as possible. These services are provided at no cost to you through [Name of Outplacement Firm].

The outplacement program includes the following resources:

- Professional career coaching and counseling
- Resume and cover letter writing assistance
- Job search strategies and networking guidance
- Interview preparation and practice sessions
- Access to online job portals and research tools

To begin using these services, please contact [Contact Person Name] at [Outplacement Firm Name] by calling [Phone Number] or emailing [Email Address]. You are encouraged to activate your account by [Deadline Date].

We are committed to supporting you during this transition and hope that these resources prove valuable to your future career goals.

Sincerely,

[Your Name]

[Your Title]

[Company Name]