

[Company Name]
[Address]
[City, State, Zip Code]
[Date]

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

Subject: Scope of Outplacement and Career Transition Services

Dear [Employee Name],

To support you during your career transition, [Company Name] is providing you with professional outplacement services through [Service Provider Name]. These services are designed to assist you in securing your next professional role.

The scope of services available to you includes:

- **Career Coaching:** One-on-one sessions with a dedicated consultant to define career goals and strategies.
- **Resume and Curriculum Vitae Development:** Professional assistance in drafting and refining your resume, cover letters, and LinkedIn profile.
- **Job Search Strategy:** Guidance on navigating the current job market, using job boards, and leveraging recruitment agencies.
- **Interview Preparation:** Mock interviews and coaching on techniques to improve performance during employer screenings.
- **Networking Support:** Access to networking groups, alumni databases, and advice on building professional connections.
- **Skills Assessment:** Tools and evaluations to identify transferable skills and potential career pivots.
- **Digital Learning Resources:** 24/7 access to an online portal containing webinars, workshops, and career research tools.

These services will be available to you for a period of [Number] months, effective from [Start Date].

To begin your program, please contact [Contact Person/Department] at [Phone Number/Email] or register directly via the following link: [URL].

We wish you the very best in your future professional endeavors.

Sincerely,

[Signature]
[Sender Name]
[Title]