

[Company Name]
[Address]
[Date]

To: [Employee Name]
Employee ID: [ID Number]

Subject: Notice of Agency Closure and Severance Package

Dear [Employee Name],

This letter serves as formal notification that [Agency Name] will be permanently closing its operations effective [Closing Date]. As a result, your position as [Job Title] will be terminated as of that date.

In appreciation of your service, we are offering you a severance package. This package is contingent upon you signing and returning the attached Separation Agreement by [Deadline Date].

Severance Payment:

You are eligible to receive a gross amount of \$[Amount], which is equivalent to [Number] weeks of pay. This amount is subject to standard payroll taxes and withholdings.

Benefits and Final Pay:

- Your final paycheck, including all hours worked up to [Final Date] and any accrued unused vacation time, will be paid on [Date].
- Your health insurance coverage will continue through [Date]. You will receive separate information regarding COBRA enrollment.
- [Mention any other benefits such as outplacement services].

Company Property:

Please return all company equipment (laptop, keys, ID badge) by [Date] to [Location/Person].

We thank you for your contributions to the agency and wish you success in your future endeavors.

Sincerely,

[Signature]
[Name of Sender]
[Title]