



SAMPLE SEPARATION ANNOUNCEMENT

I appreciate everyone coming to this meeting. We have important information to discuss with you.

Several weeks ago, I indicated we would be losing one of our largest customers and that would affect our plant volume. Since that time, we've worked hard to attract new customers to replace this business, but to date we have not been successful. With this major decrease in plant utilization, the company was forced to study the issue of reducing the number of employees.

A study like this is not taken lightly. The company recognizes the impact that jobs have on a person's life. Consolidation decisions that affect people's jobs are made very reluctantly.

I am very sorry to announce that this decision is going to affect each of you. As of today, you are being separated from the company.

In recognition of your past support and loyalty and in an effort to assist you in this transition, we have developed a severance package for you. This severance package includes: a severance payment, continuation of health insurance through COBRA and outplacement services from Oak Consulting. Andy Meeks from Oak Consulting is here to meet with you and explain the process.

I'm sorry to have to give you this bad news but we will make every effort to assist you in this transition. I wish all of you the best of luck.

Now I will turn the meeting over to _____.