

CONFIDENTIAL

Date: [Date]

To: [Executive Name]

Title: [Current Title]

Dear [Executive Name],

This letter is to formally notify you that [Company Name] is undergoing a comprehensive organizational restructuring of its executive management team. As a result of this strategic realignment, your position as [Current Title] is being eliminated, effective [End Date].

This decision is part of a broader corporate initiative to streamline operations and is not a reflection of your individual performance or contributions to the company. We appreciate the leadership you have provided during your tenure.

Severance and Benefits

In recognition of your service, the Company is offering you a severance package as outlined in the attached Separation Agreement. This package includes:

- Severance pay totaling [Amount/Weeks of Pay].
- Compensation for accrued but unused vacation time.
- Executive outplacement services for a period of [Number] months.
- Continued health insurance coverage (COBRA) subsidies through [Date].

Company Property and Transition

We request that you return all company property, including keys, security badges, laptop, and corporate credit cards, by [Date]. Please coordinate the transition of your current responsibilities and the handover of all digital files with [Name/Department] by [Date].

Equity and Stock Options

Information regarding your vested stock options and equity grants is enclosed. Please review the specific terms regarding the exercise windows following your departure date.

Confidentiality and Non-Disparagement

We remind you of your ongoing obligations regarding confidentiality, non-solicitation, and non-disparagement as defined in your original employment contract and the attached Separation Agreement.

Please review the attached Separation Agreement and return a signed copy by [Deadline Date]. If you have any questions regarding your benefits or the transition process, please contact [HR Contact Name] at [Phone/Email].

We thank you for your dedication to [Company Name] and wish you the best in your future endeavors.

Sincerely,

[Name of Superior/Board Member]

[Title]

[Company Name]