

Date: [Insert Date]

To: [Employee Name]

Position: [Employee Title]

Subject: Notice of Redundancy due to Executive Reorganization

Dear [Employee Name],

As part of a strategic initiative to streamline our executive operations and align our leadership structure with the company's future goals, [Company Name] is undergoing a formal organizational restructuring. Regrettably, I am writing to inform you that your position as [Employee Title] has been eliminated, effective [Termination Date].

This decision is a result of a broader realignment of executive functions and is not a reflection of your individual performance or contributions to the firm. We sincerely value the leadership and dedication you have shown during your tenure.

Final Compensation and Benefits

Your final paycheck, including all wages earned through your last day and any accrued but unused vacation time, will be issued on [Date] via [Payment Method].

Severance Package

In recognition of your service, [Company Name] is offering you a severance package. The details of this package, including the Separation Agreement and Release of Claims, are attached to this letter. To receive these benefits, please review, sign, and return the document by [Deadline Date].

Health Insurance and COBRA

Your current health insurance benefits will continue through [Date]. Following this, you will receive a separate notice regarding your eligibility to continue coverage under COBRA.

Company Property

Please arrange to return all company-owned property, including laptops, mobile devices, office keys, and corporate credit cards, to [Department/Person] by [Date].

Outplacement Support

To assist with your transition, we are providing you with executive outplacement services through [Provider Name]. You will receive an email shortly with instructions on how to access these resources.

We thank you for your professional service and wish you the very best in your future endeavors.

Sincerely,

[Signature]

[Sender Name]

[Sender Title]

[Company Name]