

[Date]

[Executive Name]

[Current Title]

[Company Name]

Dear [Executive Name],

Please be advised that [Company Name] is currently undergoing a strategic restructuring due to [reason for RIF, e.g., economic conditions/organizational realignment]. As a result of this reduction in force, your position as [Job Title] is being eliminated, effective [End Date].

This decision is based on organizational requirements and is not a reflection of your individual performance or leadership. We recognize and appreciate the contributions you have made to the executive team and the company during your tenure.

As part of your transition, the company is offering the following separation package, subject to the execution of a separation agreement:

- **Severance:** [Amount/Duration of pay]
- **Benefits:** [Details regarding health insurance/COBRA and executive perks]
- **Equity/Options:** [Details regarding vesting or exercise periods]
- **Outplacement Services:** [Details of executive outplacement support]

You will receive a formal Separation Agreement by [Date] which outlines the full terms of your departure, including confidentiality and non-disparagement obligations. You will have [Number] days to review and sign this document.

Regarding company property, please arrange for the return of [list items: laptop, keys, credit cards] by [Date]. Your final paycheck, including any accrued but unused vacation time, will be issued on [Date/Method].

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

Sincerely,

[Name]

[Title, e.g., CEO or Board Chairperson]

[Company Name]