[Company Name]
[Company Address]
[City, State, Zip Code]

[Date]

[Executive Name]
[Home Address]
[City, State, Zip Code]

Subject: Notification of Separation of Employment

Dear [Executive Name],

This letter is to formally notify you that [Company Name] is currently undergoing a strategic corporate restructuring. As a result of these organizational changes, your position as [Executive Job Title] is being eliminated, effective [Separation Date].

This decision is based on a change in business structure and is not a reflection of your individual performance. We appreciate the leadership and contributions you have provided during your tenure.

Separation Terms:

- **Final Compensation:** You will receive your regular salary through [Separation Date], plus payment for any accrued but unused vacation time, subject to local laws and company policy.
- **Severance Package:** Provided you sign and do not revoke the attached Separation Agreement and General Release, the Company offers you a severance payment of [Amount/Weeks of Pay].
- **Benefits:** Your health insurance coverage will continue through [Date]. After this, you will receive information regarding COBRA enrollment.
- **Equity/Stock Options:** Your rights regarding vested and unvested equity are governed by the [Name of Equity Plan]. Please refer to the attached summary for specific details.

Company Property:

Please return all company-owned equipment, including your laptop, mobile device, building keys, and corporate credit cards, to the Human Resources department by [Date].

Confidentiality and Non-Solicitation:

We remind you of your ongoing obligations regarding confidentiality, non-disclosure, and non-solicitation as outlined in your original Employment Agreement dated [Date].

We thank you for your service and wish you the best in your future endeavors. If you have any questions regarding your benefits or the transition process, please contact [HR Contact Name] at [Phone/Email].

Sincerely,

[Signature]

[Name of Senior Executive/Board Member]
[Title]

Enclosures:
Separation Agreement and General Release
Equity Summary Statement
COBRA Information Packet