CONFIDENTIAL

[Date]

[Executive Name]
[Title]
[Address]

Dear [Executive Name],

This letter is to formally notify you that the Board of Directors has reached a decision regarding a restructuring of the company's executive leadership team. As a result of this strategic reorganization, your position as [Job Title] is being eliminated, effective [End Date].

This decision is based on a broad shift in corporate strategy and is not a reflection of your individual performance or contributions to the organization. The Board expresses its appreciation for your service during your tenure.

In accordance with your executive employment agreement dated [Date of Contract], you are entitled to the following separation package, contingent upon the execution of a standard release of claims:

- **Severance:** [Details of payment amount and schedule].
- **Equity/Options:** [Details regarding vesting or expiration].
- **Benefits:** [Details regarding insurance coverage and COBRA].
- **Outplacement:** [Details of executive transition services, if applicable].

Please return all company property, including electronic devices, keys, and proprietary documentation, by [Date]. You will receive a separate document outlining the specific details of your transition and the required legal release.

On behalf of the Board, we wish you success in your future professional endeavors.

Sincerely,

[Name]
[Title, e.g., Chairman of the Board]
[Company Name]