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

[Date]

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

RE: Separation of Employment and Severance Agreement

Dear [Executive Name],

This letter sets forth the terms of your separation from [Company Name] (the "Company") due to a corporate restructuring. Your employment will officially terminate on [Separation Date] (the "Separation Date").

1. Final Compensation: Regardless of whether you sign this agreement, you will receive your earned salary through the Separation Date, plus any accrued but unused vacation time, less applicable withholdings.

2. Severance Benefits: In exchange for signing and not revoking this Agreement and the Release of Claims attached hereto, the Company will provide the following:

- **Severance Pay:** A lump sum payment of $[Amount], equivalent to [Number] months of base salary.
- **Health Benefits:** Continued health insurance coverage under COBRA for [Number] months, paid for by the Company.
- **Equity/Stock Options:** [Details regarding vesting acceleration or exercise periods].
- **Outplacement Services:** Executive-level outplacement assistance for [Number] months.

3. Release of Claims: Your receipt of the severance benefits is contingent upon your execution of a general release of all claims against the Company, its affiliates, and employees.

4. Confidentiality and Non-Disparagement: You agree to maintain the confidentiality of all proprietary Company information. You also agree to refrain from making any disparaging remarks regarding the Company, its products, or its leadership.

5. Return of Property: You agree to return all Company property, including laptops, keys, credit cards, and confidential documents, by [Date].

6. Review Period: You have [Number, typically 21 or 45] days to consider this offer. We advise you to consult with an attorney before signing.

Please indicate your acceptance of these terms by signing and returning this letter by [Deadline Date].

Sincerely,

[Signature]
[Name of Authorized Representative]
[Title]

Acknowledgment and Acceptance:

I, [Executive Name], accept the terms set forth in this Agreement.

Signature: _____ Date: _____