[Date]

[Executive Name]
[Title]
[Address]

Dear [Executive Name],

This letter is to formally notify you that [Company Name] has made the strategic decision to reorganize its leadership structure. As a result of this restructuring, your position as [Title] is being eliminated, effective [Date].

Please understand that this decision is based on corporate realignment and is not a reflection of your personal performance or contributions to the organization. We appreciate the leadership you have provided during your tenure.

In connection with this separation, you are eligible for a severance package, which includes [Briefly list components, e.g., salary continuation, pro-rated bonus, and outplacement services]. Details regarding these benefits, along with a Separation Agreement and General Release, are attached for your review. To receive these benefits, the signed agreement must be returned by [Deadline Date].

Your final paycheck, including payment for all earned but unused vacation time, will be issued on [Date] via [Payment Method]. Your participation in company benefit programs will conclude on [Date], though you will receive information regarding COBRA coverage under separate cover.

We request that you return all company property, including [List items: laptop, keys, corporate credit cards], to [Name/Department] by [Date].

We thank you for your service and wish you success in your future professional endeavors.

Sincerely,

[Name]
[Title, e.g., CEO or Board Chair]
[Company Name]