[Date]

[Executive Name]
[Executive Title]
[Company Name]

Dear [Executive Name],

This letter is to formally notify you that [Company Name] is currently undergoing a comprehensive organizational restructuring to better align our leadership team with the company's long-term strategic goals. As a result of these changes, your position as [Executive Title] is being eliminated, effective [Last Day of Employment].

This decision is based solely on the structural requirements of the organization and is not a reflection of your individual performance or contributions. We recognize the significant impact you have had on the company during your tenure.

In recognition of your service, the company is offering you a severance package, which includes:

- [Amount/Weeks] of severance pay.
- [Details regarding bonus or equity vesting].
- Continued health insurance coverage under COBRA through [Date].
- Executive outplacement services provided by [Vendor Name].

Attached to this letter is a Separation Agreement and General Release. Please review these documents carefully. To receive the severance benefits described above, you must sign and return the agreement by [Deadline Date].

Regarding company property, please arrange for the return of all corporate assets, including [Laptop, Keys, Corporate Credit Cards, etc.], by [Date]. Your final paycheck, including payment for accrued but unused vacation time, will be issued on [Date].

We thank you for your leadership and dedication to [Company Name]. We wish you the very best in your future professional endeavors.

Sincerely,

[Name of Higher Authority or Board Chair]
[Title]
[Company Name]