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

[Date]

[Executive Name]
[Title]
[Personal Address]

Dear [Executive Name],

This letter serves as formal notification regarding the transition of your employment from [Company Name]. Your final day of service as [Job Title] will be [Date].

As part of your separation package, and to support your professional transition, the company is providing you with executive outplacement services through [Name of Outplacement Firm]. These services include:

- Executive coaching and branding.
- Resume and LinkedIn profile development.
- Targeted market research and networking strategies.
- Office space and administrative support (if applicable).

You will receive a separate communication from [Name of Outplacement Firm] within [Number] business days to begin your consultation. Please note that these services are available to you for a period of [Number] months starting from your departure date.

Regarding your compensation and benefits, the enclosed Separation Agreement details your severance terms, equity vesting (if applicable), and COBRA health insurance options. To receive these benefits, please sign and return the agreement by [Deadline Date].

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

Sincerely,

[Signature]

[Name of Sender]
[Title]
[Company Name]