[Company Letterhead]

[Date]

[Executive Name]
[Title]
[Address]

Subject: Notice of Termination of Employment

Dear [Executive Name],

Please be advised that [Company Name] is currently undergoing a formal corporate restructuring to align our operational goals with current market demands. As a result of this reorganization, your position as [Job Title] is being eliminated, effective [Last Working Day/Termination Date].

This decision is based on a strategic shift in company structure and is not a reflection of your individual performance. Under the terms of your executive employment agreement dated [Date], the following transition package is being provided:

- **Severance:** You will receive [Amount/Weeks of Pay] as outlined in your contract.
- **Benefits:** Health insurance coverage will continue through [Date], after which you will be eligible for COBRA.
- **Equity/Stock Options:** Treatment of vested and unvested options will follow the terms of the [Year] Equity Plan.
- **Outplacement:** The company will provide executive coaching services for a period of [Number] months.

Included with this letter is a Separation Agreement and General Release. We ask that you review these documents and return a signed copy by [Deadline Date] to initiate the disbursement of your severance benefits.

On behalf of the Board of Directors, we thank you for your leadership and contributions to [Company Name]. We wish you the best in your future endeavors.

Sincerely,

[Signature]

[Name of Chairperson or CEO]
[Title]
[Company Name]