PRIVATE AND CONFIDENTIAL

[Date]

[Executive Name]
[Current Job Title]
[Address]

Subject: Notification of Organizational Restructuring and Termination of Employment

Dear [Executive Name],

Following our meeting on [Date], I am writing to formally confirm that [Company Name] is undergoing a strategic restructuring of its senior leadership team. As a result of these changes, your position as [Job Title] has been made redundant, and your employment will conclude on [Last Working Day].

Notice Period and Final Date
Your contractual notice period is [Number] months. [Choose one: You are required to work during this period / The Company has decided to place you on Garden Leave effective immediately / The Company will provide a payment in lieu of notice (PILON)]. Your official separation date will be [Date].

Financial Package and Benefits
In recognition of your service, the Company is offering the following separation terms:

- **Severance:** A payment of [Amount], subject to the execution of a Separation Agreement.
- **Bonuses/Incentives:** [Details regarding pro-rated bonuses or equity vesting].
- **Accrued Leave:** Payment for [Number] days of unused vacation time.
- **Benefits:** Health insurance and other benefits will continue until [Date].

Company Property and Transition
We request that you return all company property, including your laptop, mobile device, and access cards, by [Date]. Please coordinate the handover of your current projects and department responsibilities with [Name/Department] by [Date].

Confidentiality and Restrictive Covenants
We remind you that your post-employment obligations regarding confidentiality, non-solicitation, and non-competition, as outlined in your employment agreement dated [Date], remains in full force and effect.

Outplacement Support
To assist with your transition, the Company is providing you with executive outplacement services through [Agency Name] for a period of [Number] months.

We thank you for your contributions to [Company Name] and wish you success in your future endeavors.

Sincerely,

[Signature]

[Name of Sender]
[Title/Board Member]
[Company Name]