

[Date]

[Executive Member Name]

[Title]

[Address]

Dear [Executive Member Name],

This letter serves as formal notification that the Board of Directors has officially accepted your resignation from your position as [Job Title], effective [Final Date of Employment].

In accordance with your departure, we are finalizing your executive benefits package. Please find the details regarding your finalization below:

- **Severance/Final Pay:** Your final paycheck, including [Number] days of accrued vacation time, will be issued on [Date].
- **Equity and Stock Options:** Your status regarding vested and unvested options is [Details]. You have until [Date] to exercise any vested options.
- **Retirement Accounts:** Information regarding the rollover or distribution of your [401k/Pension] is attached.
- **Health Benefits:** Your current coverage will continue until [Date]. COBRA enrollment information will be mailed separately.
- **Deferred Compensation:** Payments will be scheduled as per the [Agreement Name] agreement.

Please ensure that all company property, including [Laptop/Keys/Access Cards], is returned to [Department/Name] by your final date. We also remind you of your ongoing obligations regarding [Non-Disclosure/Non-Compete] agreements signed on [Date].

On behalf of the entire Board, I would like to thank you for your leadership and contributions to [Company Name]. We wish you the very best in your future endeavors.

Sincerely,

[Signature]

[Name of Board Chairperson or Authorized Officer]

[Title]

[Company Name]