

[Date]

[Executive Name]

[Home Address]

[City, State, Zip Code]

**RE: Notice of Termination of Employment**

Dear [Executive Name],

Please be advised that [Company Name] has decided to terminate your employment from the position of [Job Title], effective [Final Working Date]. This termination is without cause, as permitted under the terms of your Employment Agreement dated [Date of Agreement].

Pursuant to the "Termination Without Cause" provisions in your contract, you are entitled to the following:

- **Severance:** [Amount/Duration of Pay]
- **Benefits:** [Details regarding health insurance/COBRA/bonuses]
- **Equity/Options:** [Details on vesting or exercise periods]
- **Unused Leave:** [Payment for accrued vacation/PTO]

The aforementioned severance benefits are contingent upon your execution and non-revocation of a Separation Agreement and General Release, which is attached to this letter.

On or before your final date, please return all company property, including your laptop, mobile device, building keys, and corporate credit cards. Please ensure all company files and proprietary information remain with the organization.

You will receive a separate communication regarding the transition of your responsibilities and any final administrative details. We thank you for your service to the company and wish you well in your future endeavors.

Sincerely,

[Signature]

[Name of Authorized Officer]

[Title]

[Company Name]

Enclosure: Separation Agreement and General Release