

[Company Letterhead]

[Date]

[Executive Name]

[Home Address]

[City, State, Zip Code]

RE: Notice of Involuntary Termination and Severance Agreement

Dear [Executive Name],

This letter serves as formal notification that your employment with [Company Name] (the "Company") is terminated, effective [Separation Date].

1. Separation Terms

Your final paycheck, which includes your earned salary through the Separation Date and payment for any accrued but unused vacation time, will be issued on [Date] via [Payment Method]. Your participation in company benefit programs will conclude on [Date], subject to COBRA regulations and the specific terms of each plan.

2. Severance Package

In accordance with your [Employment Agreement/Executive Severance Plan] dated [Date], and provided you sign and do not revoke the enclosed Separation Agreement and General Release, the Company offers the following:

- **Severance Pay:** A lump sum payment of \$[Amount] (less applicable taxes).
- **Bonus:** A pro-rated bonus for the current fiscal year in the amount of \$[Amount].
- **Equity:** [Description of accelerated vesting or exercise periods for stock options/RSUs].
- **Benefits:** Company-paid COBRA premiums for a period of [Number] months.
- **Outplacement:** Executive outplacement services through [Provider Name] for [Number] months.

3. Return of Property

Please return all Company property, including laptop, mobile devices, keys, credit cards, and proprietary files, by [Date].

4. Continuing Obligations

We remind you of your ongoing obligations regarding [Non-Disclosure/Non-Compete/Non-Solicitation] as outlined in your original Employment Agreement. These obligations remain in full effect following your departure.

5. Review Period

You have [21/45] days to review the enclosed Separation Agreement and General Release. We advise you to consult with legal counsel before signing. Once signed, you have a period of 7 days to revoke your signature.

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

Sincerely,

[Name of Authorized Representative]
[Title]
[Company Name]

Enclosure: Separation Agreement and General Release