

CONFIDENTIAL

[Date]

[Executive Name]

[Title]

[Address]

Dear [Executive Name],

As discussed during our meeting, [Company Name] is undergoing a strategic restructuring and reduction in force. As a result, your position as [Title] is being eliminated, effective [Separation Date].

This letter outlines the severance package offered to you in exchange for a full release of claims against the Company:

1. Severance Payment: The Company will provide you with [Number] months of base salary, totaling \$[Amount]. This amount will be paid in [Lump Sum / Bi-weekly installments] starting after the revocation period of the Release Agreement.

2. Executive Bonus: You will receive a pro-rated bonus for the [Year] fiscal year based on [Performance Metrics/Target], totaling \$[Amount].

3. Equity and Stock Options: Pursuant to your [Award Agreement Date], your vesting will [Accelerate by X months / Terminate on Separation Date]. You have until [Date] to exercise any vested options.

4. Benefits Continuation: The Company will pay the employer portion of your COBRA premiums for a period of [Number] months. Following this period, you may continue coverage at your own expense.

5. Outplacement Services: You will be provided with [Number] months of executive-level outplacement assistance through [Firm Name].

6. Accrued Leave: You will be paid for all earned but unused vacation time through [Separation Date] in your final paycheck.

7. Return of Property: Please return all company-owned property, including your laptop, mobile device, and corporate credit cards, by [Date].

To receive the benefits described above, you must sign and return the enclosed Separation Agreement and General Release no later than [Deadline Date]. We advise you to consult with legal counsel before signing.

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

Sincerely,

[Signature]

[Name of Authorized Officer]

[Title]

[Company Name]