

[Company Letterhead]

[Date]

[Executive Name]

[Executive Address]

[City, State, Zip Code]

**Subject: Notice of Contract Expiration and Severance Agreement**

Dear [Executive Name],

This letter serves as formal notification that your fixed-term employment agreement with [Company Name], dated [Original Contract Date], is scheduled to expire on [Contract End Date]. In accordance with the terms of your agreement, your employment will conclude on this date.

In recognition of your service and as outlined in Section [Number] of your employment contract, the Company is offering you the following severance package, contingent upon your execution of a standard Release of Claims:

- **Severance Pay:** A lump sum payment of \$[Amount], equivalent to [Number] months of base salary.
- **Benefit Continuation:** Company-paid COBRA premiums for [Number] months.
- **Bonus/Incentives:** Pro-rated performance bonus for the current fiscal year, totaling \$[Amount].
- **Outplacement Services:** Access to executive outplacement coaching for [Number] months.

The payment of these benefits is subject to standard payroll withholdings and your return of all Company property (including laptops, keys, and proprietary data) by [Date].

Please review the attached Separation Agreement and Release of Claims. You have [Number] days to consider this offer. We recommend that you consult with legal counsel before signing.

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

Sincerely,

[Signature]

[Name of Authorized Representative]

[Title]

[Company Name]

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**Acknowledgment:**

I acknowledge receipt of this letter and the attached Separation Agreement.

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[Executive Signature] / [Date]