

[Company Letterhead]

[Date]

[Executive Name]

[Home Address]

[City, State, Zip Code]

RE: Notice of Redundancy and Severance Package Offer

Dear [Executive Name],

Following our recent discussion on [Date], I am writing to formally confirm that your position as [Job Title] is being made redundant due to [reason for redundancy, e.g., corporate restructuring/merger/organizational changes], effective [Final Working Date].

In recognition of your service and leadership, [Company Name] is pleased to offer you the following severance package, subject to the execution of a formal Separation Agreement and General Release:

- **Severance Payment:** A lump sum payment of \$[Amount], equivalent to [Number] months of your base salary.
- **Bonus/Incentives:** Payment of [pro-rated bonus/accrued commissions] totaling \$[Amount].
- **Equity and Stock Options:** [Details regarding vesting acceleration or exercise windows].
- **Benefits Continuation:** Continued health insurance coverage under COBRA (or equivalent) for [Number] months, paid by the Company.
- **Outplacement Services:** Executive-level coaching and career transition support for [Number] months.
- **Accrued Leave:** Payment for all accrued but unused vacation time up to the termination date.

This offer is contingent upon your signing and not revoking the attached Separation Agreement by [Deadline Date]. This agreement includes provisions regarding [confidentiality, non-disparagement, and a release of claims].

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

Please return a signed copy of the attached agreement to [Name/Department] if you choose to accept this offer.

Sincerely,

[Name of Sender]

[Title, e.g., Chairman of the Board / CEO]

[Company Name]