[Company Header/Logo]

[Date]

[Executive Name]
[Title]
[Address]

Subject: Notification of Separation of Employment

Dear [Executive Name],

This letter serves as formal notification that [Company Name] is implementing a Reduction in Force (RIF) due to [brief reason, e.g., corporate restructuring/economic conditions]. As a result, your position as [Executive Title] is being eliminated, effective [Separation Date].

1. Final Compensation
On your final day of employment, you will receive payment for all earned wages through the separation date, along with [Number] days of accrued but unused vacation/PTO, subject to applicable taxes and withholdings.

2. Severance Package
In recognition of your service, the Company offers the following severance benefits, contingent upon your execution and non-revocation of a Separation Agreement and General Release:

- **Severance Pay:** A lump sum payment of $[Amount], equivalent to [Number] months of base salary.
- **Bonus:** A pro-rated bonus for the current fiscal year in the amount of $[Amount].
- **Equity:** Treatment of outstanding stock options/RSUs will be governed by the [Plan Name], with accelerated vesting of [Percentage/Number] of units.

3. Benefits Continuation
Your healthcare coverage will continue through [Date]. Thereafter, you will be eligible to continue coverage via COBRA. As part of this package, the Company will subsidize your COBRA premiums for a period of [Number] months.

4. Outplacement & Executive Support
To assist in your transition, the Company will provide [Number] months of executive outplacement services through [Firm Name].

5. Company Property and Non-Disclosure
Please return all company property, including laptops, keys, and proprietary data, by [Date]. We remind you of your ongoing obligations regarding confidentiality and non-solicitation as outlined in your original employment agreement dated [Date].

6. Next Steps
Attached is the formal Separation Agreement. You have [Number] days to review this document. We advise you to 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]