CONFIDENTIAL

[Date]

[Recipient Name]
[Title]
[Address]
[City, State, Zip]

Dear [Recipient 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 [Termination Date].

We appreciate the leadership and contributions you have provided. To assist with your transition, the Company is offering the following severance package, contingent upon your execution of a Separation Agreement and General Release:

- **Severance Payment:** A lump sum payment of $[Amount], equivalent to [Number] months of base salary.
- **Bonus Treatment:** A pro-rated bonus for the [Year] fiscal year in the amount of $[Amount].
- **Equity Vesting:** [Details regarding acceleration of stock options or RSU vesting, if applicable].
- **Benefit Continuation:** Company-sponsored COBRA premiums for a period of [Number] months.
- **Outplacement Services:** Executive-level transition coaching for [Number] months.

In addition to the above, you will receive payment for all earned but unused Vacation/PTO and any outstanding business expenses through your final day of employment.

Please review the attached Separation Agreement and General Release. You have [Number] days to consider this offer. We recommend that you consult with legal counsel before signing. Once signed, you have a period of seven (7) days to revoke your signature.

All company property, including laptops, mobile devices, and access badges, must be returned by [Date]. Your final paycheck will be issued on [Date].

We thank you for your service and wish you the best in your future endeavors.

Sincerely,

[Signature]
[Name of Authorized Officer]

[Title]
[Company Name]