

[Company Letterhead]

[Date]

[Executive Name]

[Home Address]

[City, State, Zip Code]

Dear [Executive Name],

This letter serves as formal notification that your employment with [Company Name] is being terminated without cause, effective [Termination Date].

Pursuant to the terms of your Employment Agreement dated [Agreement Date], and subject to your execution of a Separation Agreement and General Release of Claims, the Company will provide you with the following severance package:

- **Severance Pay:** A total amount of \$[Amount], equivalent to [Number] months of base salary, paid in [Lump sum/Installments].
- **Bonus:** A pro-rated bonus for the current fiscal year in the amount of \$[Amount].
- **Benefits:** Continued health insurance coverage (COBRA) premiums paid by the Company for a period of [Number] months.
- **Equity:** Treatment of stock options and restricted stock units will be governed by the [Year] Equity Incentive Plan, specifically [Section Number] regarding termination without cause.

Your final paycheck, including payment for all accrued but unused vacation time through your last day of employment, will be issued on [Date].

Please return all company property, including your laptop, building access cards, and company credit cards, to [Name/Department] by [Date].

You will receive a detailed Separation Agreement via [Delivery Method] shortly. We recommend that you review this document with legal counsel. To receive the severance benefits outlined above, the signed agreement must be returned by [Deadline Date].

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

Sincerely,

[Signature]

[Name of Authorized Representative]

[Title]

[Company Name]