

PRIVATE AND CONFIDENTIAL

[Date]

[Employee Name]
[Employee Address]
[City, State, Zip Code]

Subject: Termination of Employment Without Cause

Dear [Employee Name],

This letter is to formally notify you that your employment with [Company Name] in your capacity as [Job Title] is terminated, effective [Date]. This decision is a result of [reason, e.g., corporate restructuring/realignment] and is not related to your individual performance.

1. Final Pay and Benefits

You will receive your regular salary and accrued, unused vacation pay up to and including your final date of employment. This will be paid on [Date] via [Method of Payment]. Your coverage under the company benefit plans will conclude on [Date].

2. Severance Offer

In recognition of your service at the management level, the Company is offering you a severance package consisting of:

- [Number] weeks/months of base salary totaling \$[Amount].
- [Details regarding bonus, equity, or outplacement services].
- [Details regarding COBRA/Health insurance subsidies].

3. Release of Claims

The severance package described above is contingent upon your signing and returning the enclosed Separation Agreement and General Release of Claims by [Deadline Date]. This offer will remain open for your review for [Number] days.

4. Company Property and Confidentiality

Please return all company property (laptop, keys, credit cards) by [Date]. We remind you of your ongoing obligations regarding the confidentiality of proprietary company information and any non-solicitation or non-compete agreements previously signed.

5. References

The Company will provide a neutral reference consisting of your dates of employment and last position held. Please direct any prospective employers to [Name/Department] at [Contact Info].

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

Sincerely,

[Your Name]
[Your Title]
[Company Name]