

[Company Letterhead]

[Date]

[Employee Name]

[Title]

[Address]

Dear [Employee Name],

Regarding the recent decision to relocate our executive operations to [New Location], this letter confirms the terms of your separation from [Company Name] due to your election not to relocate.

1. Separation Date

Your employment will officially terminate on [Date].

2. Severance Payment

The Company will provide a severance payment in the amount of \$[Amount], which is equivalent to [Number] months of your base salary. This payment is subject to standard tax withholdings and will be paid in a [lump sum / bi-weekly installments].

3. Relocation-Specific Bonus

In recognition of your assistance during this transition period, you will receive a retention bonus of \$[Amount], payable on your final date of employment.

4. Executive Benefits and COBRA

Your health insurance coverage will continue through [Date]. After this period, you will be eligible for COBRA. The Company will subsidize your COBRA premiums for a period of [Number] months.

5. Equity and Stock Options

In accordance with your Executive Agreement, [Details regarding vesting acceleration or exercise windows].

6. Outplacement Services

The Company will provide executive outplacement services through [Vendor Name] for a period of [Number] months to assist in your transition.

7. Release of Claims

The payment of these severance benefits is contingent upon your signing and not revoking the attached Separation Agreement and General Release by [Date].

We thank you for your leadership and contributions to [Company Name].

Sincerely,

[Signature]

[Name of Authorized Official]

[Title]

[Company Name]