

[Company Letterhead]

[Date]

[Executive Name]

[Home Address]

[City, State, Zip Code]

RE: Notice of Separation of Employment due to Disability

Dear [Executive Name],

This letter serves as formal notification that your employment with [Company Name] is being terminated effective [Separation Date] due to your inability to return to your executive duties as a result of your long-term medical disability.

We acknowledge your significant contributions to the organization. However, based on the medical documentation provided and the exhaustion of available leave under [applicable laws/company policy], it has been determined that a reasonable accommodation allowing for the performance of the essential functions of your role is no longer possible.

In recognition of your tenure and position, the Company offers the following severance package, subject to your execution 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 performance bonus for the current fiscal year in the amount of \$[Amount].
- **Benefits:** Continuation of health insurance coverage (COBRA) premiums paid by the Company through [Date].
- **Equity/Options:** Treatment of outstanding stock options or restricted stock units as per the [Plan Name] disability provisions.
- **Outplacement Services:** Executive-level outplacement counseling for a period of [Number] months.

You will receive a separate package via mail detailing your rights regarding Long-Term Disability (LTD) benefits, life insurance conversion, and 401(k) distribution options. Any accrued but unused vacation time will be paid out in your final paycheck on [Date].

Please return all company property, including [List Items: laptop, keys, corporate credit cards], by [Date].

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

Sincerely,

[Signature]

[Name of Board Member or HR Executive]

[Title]

[Company Name]