

PRIVATE AND CONFIDENTIAL

[Date]

[Executive Name]

[Home Address]

[City, State, Zip Code]

Re: Separation of Employment and Severance Agreement

Dear [Executive Name],

This letter sets forth the terms of the mutual agreement regarding your separation from [Company Name] (the "Company").

1. Separation Date

Your employment with the Company will end effective [Date] (the "Separation Date"). As of this date, you hereby resign from your position as [Job Title] and from any other officer or director positions held with the Company or its affiliates.

2. Final Compensation

Regardless of whether you sign this agreement, you will receive your base salary earned through the Separation Date, plus any accrued but unused vacation time, less applicable withholdings.

3. Severance Benefits

In exchange for your signature on this agreement and compliance with its terms, the Company agrees to provide the following:

- **Severance Pay:** A lump sum payment of \$[Amount], equivalent to [Number] months of base salary.
- **Bonus:** A pro-rated bonus for the current fiscal year in the amount of \$[Amount].
- **Benefit Continuation:** Company-paid COBRA premiums for [Number] months.
- **Equity:** Accelerated vesting of [Number/Type] of stock options or units as specified in the attached schedule.

4. Release of Claims

In consideration for the severance benefits, you agree to release and forever discharge the Company from any and all claims, grievances, or liabilities arising out of your employment or the termination of your employment.

5. Confidentiality and Non-Disparagement

You agree to maintain the confidentiality of Company proprietary information. Both you and the Company agree to refrain from making any disparaging remarks about the other party.

6. Return of Property

You agree to return all Company property, including laptops, keys, and documents, by [Date].

7. Review Period

You have [21/45] days to consider this agreement. We advise you to consult with an attorney before signing. Once signed, you have 7 days to revoke your signature.

Please indicate your acceptance of these terms by signing below.

Sincerely,

[Name of Authorized Representative]

[Title]

[Company Name]

Executive Acceptance:

Signature: _____ Date: _____