

[Company Letterhead]

[Date]

[Executive Name]

[Address]

[City, State, Zip Code]

Subject: Notice of Facility Closure and Severance Agreement

Dear [Executive Name],

This letter serves as formal notification that [Company Name] will be permanently closing its facility located at [Facility Address], effective [Closure Date]. As a result of this closure, your position as [Job Title] will be eliminated.

Your final day of employment is expected to be [Termination Date].

In recognition of your leadership and service, the Company is offering you the following severance package, subject to your execution of a formal Separation Agreement:

- **Severance Pay:** A lump sum payment of \$[Amount], equivalent to [Number] months of base salary.
- **Bonus/Incentives:** Pro-rated payment of your [Year] annual bonus, calculated through your final date of employment.
- **Benefit Continuation:** Company-subsidized COBRA premiums for a period of [Number] months.
- **Equity/Options:** Treatment of outstanding stock options or restricted units will be governed by the [Plan Name] as detailed in the attached agreement.
- **Outplacement Services:** Executive-level transition coaching for [Number] months.

Your earned but unused Vacation/PTO will be paid out in your final paycheck on [Date]. Your health benefits will continue through [Date], after which you will receive information regarding COBRA enrollment.

To receive the severance benefits outlined above, please review, sign, and return the attached Separation Agreement and General Release no later than [Deadline Date].

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

Sincerely,

[Signature]

[Name of Company Representative]

[Title]

[Company Name]

Enclosure: Separation Agreement and General Release