

[Company Name]
[Company Address]
[Date]

RE: Notice of Termination of Employment / Severance Agreement

Dear [Employee Name],

This letter serves to confirm that [Company Name] is implementing a Reduction in Force (RIF). Regrettably, your position is being eliminated effective [Separation Date].

1. Severance Payment

In exchange for signing the attached General Release of Claims, the Company offers you a severance payment of \$[Amount]. This payment will be paid in [Lump Sum / Installments] starting [Date].

2. Equity and Stock Options

Per the terms of the [Year] Equity Incentive Plan, the Company has agreed to provide pro-rated vesting for your outstanding stock options.

- Total Options Granted: [Number]
- Grant Date: [Date]
- Pro-Rated Vesting Period: From [Date] to [Separation Date]
- Additional Options Vested via Pro-Ration: [Number]
- Total Vested Options as of Separation: [Number]

You will have [Number] days following your separation date to exercise your vested options. Any unvested options remaining after the pro-rata adjustment will be cancelled.

3. Benefits and Outplacement

Your health insurance coverage will continue through [End Date]. You will receive separate information regarding COBRA enrollment. Additionally, the Company is providing [Number] months of outplacement services via [Service Provider Name].

4. Return of Property

Please return all company property, including laptops, keys, and badges, by [Date].

5. Acceptance

To accept this agreement, please sign and return this letter no later than [Expiration Date].

Sincerely,

[Manager/HR Name]
[Title]
[Company Name]

Acknowledgment and Signature:

I accept the terms set forth in this letter.

Signature: _____ Date: _____