

**Date:** [Date]

**To:** [Employee Name]

**Address:** [Employee Address]

**Subject: Notice of Separation and Severance Terms**

Dear [Employee Name],

Following the recent acquisition of [Legacy Company Name] by [Acquiring Company Name], we are writing to formally notify you that your employment will be terminated due to position redundancy, effective [Termination Date].

### **1. Severance Payment**

Subject to your execution of a Separation Agreement, the Company will provide you with a severance payment of [Amount/Weeks of Pay]. This payment will be paid in a lump sum on the first regular payroll date following the effective date of your release.

### **2. Stock Option Conversion and Vesting**

Per the terms of the Acquisition Agreement, your outstanding unvested stock options in [Legacy Company Name] have been converted into options for [Acquiring Company Name] common stock. Under the terms of this separation:

- **Accelerated Vesting:** The Company has agreed to accelerate the vesting of [Number/Percentage] of your converted unvested options.
- **Final Vesting Date:** Your vesting will cease effective [Termination Date].
- **Exercise Period:** You will have [Number] days following your termination date to exercise your vested options. After this period, all unexercised options will be forfeited.

### **3. Benefits and COBRA**

Your health insurance coverage will continue through [Date]. After this time, you will receive information regarding your right to continue coverage under COBRA. The Company will provide [Number] months of COBRA premiums at the employer rate.

### **4. Return of Property**

Please return all company equipment (laptop, badge, keys) by [Date] to [Location/Department].

Please sign and return the enclosed Separation Agreement and Release by [Deadline Date] to receive the benefits described above.

Sincerely,

[Sender Name]

[Title]

[Acquiring Company Name]

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**Employee Acknowledgment:**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_