

[Company Name]  
[Company Address]  
[Date]

**RE: Notice of Termination and Severance Agreement**

Dear [Employee Name],

This letter is to formally notify you that [Company Name] has made the difficult decision to close the [Department Name] department. As a result, your position as [Job Title] will be eliminated, effective [Separation Date].

In appreciation of your service, the company is offering you the following severance package, subject to your signature on the attached Release of Claims Agreement:

**1. Severance Pay:**

The company will provide you with a lump sum payment of \$[Amount], equivalent to [Number] weeks of base salary. This payment will be made on the first regular payroll date following the effective date of your signed release.

**2. Health Benefits:**

Your current health insurance coverage will continue through [Date]. After this period, you will be eligible to continue coverage under COBRA at your own expense.

**3. Stock Option Vesting:**

Per the terms of your [Year] Equity Incentive Plan, the company has approved the following regarding your outstanding stock options:

- **Accelerated Vesting:** The company will accelerate the vesting of [Number] unvested shares that would have otherwise vested through [Date].
- **Exercise Period:** You will have [Number] days following your separation date to exercise any vested options. Any options not exercised by [Date] will expire and be forfeited.

**4. Outplacement Services:**

To assist with your transition, the company is offering [Number] months of outplacement services through [Provider Name].

**5. Return of Property:**

Please return all company equipment (laptop, keys, badges) to the Human Resources department by [Date].

Please review the attached Release of Claims carefully. You have [Number] days to consider this offer. We recommend consulting with an attorney before signing.

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

Sincerely,

[Name]

[Title]

[Company Name]