

[Company Name]
[Address]
[City, State, Zip Code]

[Date]

[Employee Name]
[Title]
[Address]

Subject: Separation of Employment and Transition Agreement

Dear [Employee Name],

This letter outlines the terms of your separation from [Company Name] (the "Company") effective [Separation Date] (the "Separation Date") due to a leadership transition.

1. Final Salary and Benefits

You will receive your final paycheck on [Date], including all earned salary and accrued but unused vacation time, regardless of whether you sign this agreement.

2. Severance Payment

In exchange for your execution of this agreement and the release of claims, the Company will provide a severance payment of \$[Amount], equivalent to [Number] months of base salary. This will be paid in [Lump Sum / Installments] starting [Date].

3. Stock Option Vesting

Regarding your outstanding equity grants under the [Year] Equity Incentive Plan:

- **Accelerated Vesting:** The Company agrees to accelerate the vesting of [Number] shares/options that would have otherwise vested through [Date].
- **Extended Exercise Period:** Notwithstanding any terms in the original grant agreement, you shall have [Number] months following the Separation Date to exercise any vested options.
- **Unvested Options:** All other unvested options as of the Separation Date will be forfeited.

4. Healthcare Continuation

The Company will pay the employer portion of your COBRA premiums for a period of [Number] months, provided you elect coverage within the statutory timeframe.

5. Release of Claims

Your receipt of the benefits in Sections 2 and 3 is contingent upon your signing and not revoking the attached General Release of Claims.

6. Confidentiality and Non-Disparagement

You agree to maintain the confidentiality of Company trade secrets and refrain from making disparaging remarks about the Company, its executives, or its board members.

Please review this document carefully. You have [Number] days to consider this offer.

Sincerely,

[Sender Name]

[Sender Title]

Acknowledgment and Acceptance:

I, [Employee Name], accept the terms set forth in this letter.

Signature: _____ Date: _____