

[Date]

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

Dear [Employee Name],

This letter serves to formally notify you that your position as [Job Title] with [Company Name] is being eliminated due to [reason, e.g., corporate restructuring], effective [Last Day of Employment].

In connection with this position elimination, the Company is offering you the following severance package, contingent upon your execution of a standard separation and release agreement:

### **1. Severance Pay**

The Company will provide you with a lump sum payment of \$[Amount], less applicable tax withholdings, which represents [Number] weeks of your base salary.

### **2. Health Benefits**

Your current health insurance coverage will continue through [Date]. After this period, you will receive information regarding COBRA continuation coverage.

### **3. Stock Options and Vesting**

Regarding your granted stock options under the [Year] Equity Incentive Plan:

- **Accelerated Vesting:** The Company agrees to accelerate the vesting of [Number] shares that were scheduled to vest on [Date].
- **Final Vesting Date:** Your vesting will cease effective [Date].
- **Exercise Period:** You will have [Number] days following your termination date to exercise any vested options. Any options not exercised by [Deadline Date] will be forfeited.

### **4. Outplacement Services**

The Company will provide you with [Number] months of outplacement assistance through [Service Provider Name] to assist in your transition.

Please review the attached Separation Agreement. To accept this offer, please sign and return the document no later than [Expiration Date].

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

Sincerely,

[Your Name]  
[Your Title]  
[Company Name]