

[Current Date]

[Employee Name]

[Employee Address]

[City, State, Zip Code]

Subject: Severance Agreement and General Release

Dear [Employee Name],

Enclosed with this letter is a copy of your Severance Agreement and General Release regarding the termination of your employment with [Company Name], effective [Last Day of Employment].

This document outlines the details of your severance package, including compensation, benefits continuation, and the terms of your departure. Please review the attached document carefully.

As per the agreement, you have [Number] days to consider these terms. We recommend that you consult with an attorney before signing. To receive the benefits described in the agreement, you must sign and return the document to [Name of Contact Person] no later than [Due Date].

If you have any questions regarding the contents of this agreement, please contact [HR Contact Name] at [Phone Number] or [Email Address].

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Job Title]

[Company Name]

Enclosure: Severance Agreement and General Release