

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

[Date]

[Employee Name]  
[Employee Address]

**Subject: Severance Agreement and General Release**

Dear [Employee Name],

This letter outlines the terms of the severance package offered to you by [Company Name] in connection with your separation from employment effective [Separation Date].

**1. Severance Payment:** Provided you sign and do not revoke this Agreement, the Company will pay you a gross severance amount of \$[Amount], subject to standard payroll deductions and withholdings. This payment will be made in [a lump sum / installments] starting on [Date].

**2. Benefits:** Your health insurance coverage will continue through [Date]. Following this date, you will receive information regarding your right to continue coverage under COBRA at your own expense.

**3. General Release:** In exchange for the severance payment, you agree to release [Company Name] from any and all claims, liabilities, or causes of action arising out of your employment or the termination of your employment, to the extent permitted by law.

**4. Confidentiality and Return of Property:** You agree to keep the terms of this Agreement confidential. You also confirm that you have returned all company property, including laptops, keys, and proprietary data.

**5. Review Period:** You have [Number] days to consider this offer. We advise you to consult with an attorney before signing. Once signed, you have [Number] days to revoke your signature.

To accept these terms, please sign and return this letter by [Deadline Date].

Sincerely,

[Name of Authorized Representative]  
[Title]  
[Company Name]

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**Acknowledgment and Signature:**

I accept the terms set forth in this Severance Agreement.

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