

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

[Date]

[Executive Name]
[Home Address]
[City, State, Zip Code]

Subject: Separation of Employment and Severance Agreement

Dear [Executive Name],

This letter sets forth the terms of your separation from [Company Name] (the "Company"). Your employment as [Job Title] will terminate effective [Separation Date].

1. Severance Payment: Provided you sign and do not revoke this Agreement, the Company will pay you a gross amount of \$[Amount], which represents [Number] months of your current base salary. This amount will be paid in [Lump Sum / Installments] starting on the first payroll date following the Effective Date.

2. Health Benefits: The Company will provide [Number] months of COBRA premium subsidies, provided you are eligible for and elect COBRA coverage.

3. Equity and Bonuses: [Insert details regarding vesting of stock options, RSUs, or pro-rated bonus eligibility, if applicable].

4. Release of Claims: In exchange for the benefits described above, you agree to waive and release the Company from any and all claims, known or unknown, arising out of your employment or the termination of your employment.

5. Restrictive Covenants: You acknowledge your ongoing obligations regarding [Confidentiality / Non-Compete / Non-Solicitation] as outlined in your original Employment Agreement dated [Date].

6. Return of Property: You agree to return all Company property, including laptops, keys, and proprietary data, by [Date].

7. Review Period: You have [21/45] days to consider this Agreement. You are advised to consult with an attorney before signing.

Please indicate your acceptance by signing below.

Sincerely,

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

Agreed and Accepted:

[Executive Signature]

Date: _____