

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

[Date]

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

Re: Voluntary Separation and Severance Agreement

Dear [Employee Name],

This letter sets forth the terms of the voluntary separation agreement between you and [Company Name]. By signing this document, you are voluntarily resigning from your position as [Job Title], effective [Final Date of Employment].

1. Severance Payment

The Company agrees to pay you a gross severance amount of \$[Amount], less applicable taxes and withholdings. This payment will be made within [Number] days following the effective date of this agreement.

2. Benefits and Outplacement

Your health insurance benefits will continue through [Date]. You will receive information regarding COBRA coverage under separate cover. [Optional: The Company will also provide outplacement services through (Agency Name) for a period of (Number) months.]

3. Release of Claims

In exchange for the severance benefits described above, 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 maintain the confidentiality of all proprietary company information. You must return all company property, including keys, laptops, and ID badges, by [Date].

5. Review Period

You have [Number] days to consider this offer. You are advised to consult with an attorney before signing this agreement.

Please indicate your acceptance of these terms by signing and returning this letter no later than [Expiration Date].

Sincerely,

[Name of Company Representative]
[Title]

Acceptance:

I, [Employee Name], accept the terms of this Voluntary Separation and Severance Agreement.

Signature: _____ Date: _____