

[Date]

[Employee Name]

[Employee Address]

[City, State, Zip Code]

RE: Separation of Employment and Severance Agreement

Dear [Employee Name],

This letter sets forth the terms of the separation agreement between you and [Company Name] (the "Company").

1. Separation Date: Your employment with the Company will terminate effective [Separation Date].

2. Severance Payment: In exchange for signing this Agreement and complying with its terms, the Company will provide you with a severance payment of \$[Amount], less applicable withholdings. This payment will be made [Number] days after the effective date of this Agreement.

3. Benefits and Final Pay: Regardless of whether you sign this Agreement, you will receive your final paycheck for hours worked through your separation date, plus any accrued but unused vacation time, subject to company policy and state law.

4. General Release of Claims: In consideration of the severance payment, you hereby release and forever discharge the Company, its officers, directors, and employees from any and all claims, liabilities, or causes of action arising out of your employment or the termination of your employment, including but not limited to claims for discrimination, harassment, or wrongful termination.

5. Confidentiality: You agree to keep the terms of this Agreement confidential and will not disclose them to any third party, except for your legal or financial advisors, or as required by law.

6. Return of Property: You agree to return all Company property, including laptops, keys, ID badges, and proprietary documents, no later than [Date].

7. Consideration Period: You have [Number] days to consider this Agreement. You are advised to consult with an attorney before signing.

8. Revocation: You may revoke this Agreement within seven (7) days after signing it by delivering written notice to [Contact Name].

By signing below, you acknowledge that you have read, understood, and voluntarily accepted the terms of this Agreement.

Sincerely,

[Name of Company Representative]

[Title]

[Company Name]

ACKNOWLEDGED AND AGREED:

[Employee Signature]

[Date]