

[Company Letterhead]

[Date]

[Employee Name]

[Employee Address]

[City, State, Zip Code]

Subject: Separation of Employment and Severance Agreement

Dear [Employee Name],

This letter is to formally notify you that your employment with [Company Name] is being terminated without cause, effective [Termination Date].

1. Final Pay: Regardless of whether you sign this agreement, you will receive your final paycheck on [Date], which includes your salary through your final day of work and payment for any accrued but unused vacation time, subject to standard withholdings.

2. Severance Offer: In exchange for your signature on this Separation Agreement and a general release of claims, the Company offers you the following severance package:

- [Amount of Severance Pay, e.g., 4 weeks of base salary].
- [Description of benefits extension or COBRA subsidy, if applicable].
- [Outplacement services or other perks].

3. Release of Claims: By signing this letter, you agree to waive and release [Company Name] from any and all claims, grievances, or causes of action related to your employment or its termination, to the extent permitted by law.

4. Confidentiality and Return of Property: You agree to keep the terms of this agreement confidential and to return all company property (laptop, keys, badges, etc.) by [Date]. You remain bound by any existing non-disclosure or non-solicitation agreements previously signed.

5. Review Period: You have [Number, e.g., 21] days from the date of this letter to consider this offer. We advise you to consult with an attorney before signing. Once signed, you have [Number, e.g., 7] days to revoke your signature.

To accept this agreement, please sign and return this document to [Name/Department] by [Deadline Date].

We thank you for your contributions and wish you the best in your future endeavors.

Sincerely,

[Signature]
[Name of Company Representative]
[Title]

Employee Acceptance:

I, [Employee Name], accept the terms set forth in this Severance Agreement.

Signature: _____ Date: _____