

Date: [Current Date]

To: [Employee Name]

Address: [Employee Address]

Subject: Confidentiality and Severance Agreement

Dear [Employee Name],

This letter sets forth the agreement between [Company Name] (the "Company") and you regarding the termination of your employment effective [Termination Date].

1. Severance Payment: Provided that you sign and do not revoke this Agreement, the Company will pay you a severance amount of \$[Amount], less applicable taxes and withholdings. This payment will be made within [Number] days of the effective date of this Agreement.

2. Confidentiality: You agree to keep the terms and conditions of this Agreement strictly confidential. Furthermore, you reaffirm your ongoing obligation to protect the Company's proprietary information, trade secrets, and client data as outlined in your initial employment contract. You shall not disclose any such information to any third party without prior written consent from the Company.

3. Non-Disparagement: You agree not to make any negative or disparaging statements, whether oral or written, regarding the Company, its products, services, or employees to any third party.

4. Release of Claims: In exchange for the severance payment, you hereby release and forever discharge the Company 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.

5. Return of Property: You confirm that you have returned all Company property, including laptops, keys, ID badges, and any documents containing confidential information.

6. Governing Law: This Agreement shall be governed by and construed in accordance with the laws of [State/Country].

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]

Employee Acceptance:

Signature: _____

Date: _____