

**Date:** [Insert Date]

**To:** [Employee Name]

**Employee ID:** [Insert ID]

**Subject: Fixed Term Contract Severance Agreement**

Dear [Employee Name],

This letter serves to formalize the terms regarding the conclusion of your fixed-term employment contract, which is scheduled to end on [Contract End Date].

In appreciation of your service, [Company Name] offers the following severance package, subject to your signature of this agreement:

- **Severance Payment:** A lump sum of [Amount] (less applicable taxes).
- **Benefits:** Health insurance coverage will continue until [Date].
- **Unused Leave:** Payment for [Number] days of accrued but unused vacation time.

By signing this agreement, you agree to release [Company Name] from any and all claims related to your employment and the conclusion of your fixed-term contract. You also agree to maintain the confidentiality of proprietary company information.

Please return a signed copy of this letter by [Deadline Date] to signify your acceptance of these terms.

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

Sincerely,

[Your Name]

[Your Title]

[Company Name]

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**Acknowledgment and Acceptance:**

I, [Employee Name], hereby accept the terms outlined in this Severance Agreement.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_