

[Company Header/Logo]

[Date]

[Employee Name]

[Employee Address]

[City, State, Zip Code]

**Subject: Severance Agreement and Release**

Dear [Employee Name],

As discussed, due to a corporate restructuring at [Company Name], your position as [Job Title] is being eliminated, effective [Termination Date].

To assist you during this transition, [Company Name] is offering you the following severance package, contingent upon your signature of this agreement:

- **Severance Pay:** A lump sum payment of \$[Amount], equivalent to [Number] weeks of pay, less applicable taxes and withholdings.
- **Benefits:** Health insurance coverage will continue until [Date]. You will receive separate information regarding COBRA enrollment.
- **Outplacement Services:** Access to [Service Provider Name] for career transition support for a period of [Number] months.
- **Unused PTO:** Payment for [Number] hours of accrued but unused vacation time.

By signing this letter, you agree to release [Company Name] from any and all claims, liabilities, or causes of action related to your employment or its termination. You also agree to maintain the confidentiality of proprietary company information and the terms of this agreement.

You have [Number] days to review this document. We advise you to consult with an attorney before signing. Once signed, you have a period of seven (7) days to revoke your acceptance.

Please return a signed copy of this letter to [HR Contact Name] by [Deadline Date].

We thank you for your contributions to [Company Name] and wish you the best in your future endeavors.

Sincerely,

[Signature]

[Name of Authorized Representative]

[Title]

[Company Name]

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**Employee Acceptance:**

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

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