

## VOLUNTARY SEPARATION AGREEMENT AND RELEASE

This Voluntary Separation Agreement and Release ("Agreement") is entered into between [Company Name] (the "Company") and [Employee Name] (the "Employee").

- 1. Separation Date:** Employee's last day of employment will be [Date].
- 2. Voluntary Resignation:** Employee acknowledges that this separation is voluntary and initiated by the Employee.
- 3. Consideration:** In exchange for signing this Agreement and complying with its terms, the Company agrees to provide the following: [List Severance Pay, Benefits, or Other Compensation]. Employee acknowledges this consideration is in addition to anything of value to which Employee is already entitled.
- 4. Release of Claims:** Employee hereby releases and forever discharges the Company, its affiliates, officers, and employees from any and all claims, liabilities, or causes of action arising out of Employee's employment or separation, including but not limited to claims of discrimination, breach of contract, or wrongful termination.
- 5. Confidentiality and Non-Disparagement:** Employee agrees to keep the terms of this Agreement confidential and agrees not to make any disparaging remarks about the Company.
- 6. Return of Property:** Employee confirms they have returned all Company property, including keys, electronics, and documents.
- 7. Review Period:** Employee acknowledges they have been given [Number] days to consider this Agreement and have been advised to consult with legal counsel.
- 8. Governing Law:** This Agreement shall be governed by the laws of the State of [State Name].

The parties have executed this Agreement as of the dates written below.

---

Employee Signature

---

Date

---

Company Representative Signature

---

Date