

[Company Name]
[Company Address]
[City, State, Zip Code]

[Date]

[Employee Name]
[Employee Address]
[City, State, Zip Code]

Subject: Confidentiality and Non-Disclosure Severance Agreement

Dear [Employee Name],

This letter sets forth the terms of your separation from [Company Name] (the "Company") effective [Separation Date]. In exchange for the severance benefits described below, you agree to the following confidentiality and non-disclosure obligations:

1. Severance Payment: Provided you sign and do not revoke this agreement, the Company will provide you with a severance payment in the amount of [Amount], less applicable taxes and withholdings.

2. Confidential Information: You acknowledge that during your employment, you had access to proprietary and confidential information, including but not limited to trade secrets, client lists, financial data, and business strategies. You agree to keep all such information strictly confidential and shall not disclose it to any third party.

3. Return of Property: You confirm that you have returned all company property, including laptops, keys, access cards, and any documents (physical or digital) containing confidential information.

4. Non-Disparagement: You agree not to make any negative or disparaging statements regarding the Company, its products, services, or employees to any third party or via any media platform.

5. Non-Disclosure of Agreement: You agree to keep the terms and existence of this severance agreement confidential, except as required by law or to consult with legal or financial advisors.

6. Release of Claims: By signing this letter, you release the Company from any and all claims or causes of action arising out of your employment or the termination of your employment.

Please sign and return this letter by [Deadline Date] if you accept these terms.

Sincerely,

[Name of Authorized Representative]
[Title]
[Company Name]

Employee Acknowledgment:

I have read, understand, and agree to the terms set forth in this letter.

Signature: _____ Date: _____