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

[Date]

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

Subject: Separation of Employment and Severance Agreement

Dear [Employee Name],

This letter confirms that your employment with [Company Name] will terminate effective [Termination Date].

1. Severance Pay
In exchange for signing this Agreement and complying with its terms, the Company offers you a severance payment of $[Amount], less applicable tax withholdings. This payment will be made within [Number] days following the expiration of the revocation period.

2. Benefits and Final Pay
You will receive your final paycheck for hours worked through your last day, including any accrued but unused vacation time, on [Date]. Your health insurance coverage will continue through [Date], after which you will receive information regarding COBRA enrollment.

3. Non-Compete Agreement
By signing this letter, you agree that for a period of [Number] months following your termination date, you will not, directly or indirectly, engage in, provide services to, or hold an interest in any business that competes with [Company Name] within [Geographic Area/Radius].

4. Confidentiality and Non-Solicitation
You agree to maintain the confidentiality of all proprietary company information. Furthermore, for a period of [Number] months, you agree not to solicit any employees or clients of [Company Name].

5. Release of Claims
In consideration for the severance pay, you hereby release [Company Name] from any and all claims, grievances, or causes of action related to your employment or the termination of your employment.

6. Review Period
You have [Number] days to review this offer. We advise you to consult with an attorney before signing. Once signed, you have [Number] days to revoke your signature.

Please indicate your acceptance of these terms by signing below and returning this letter by [Deadline Date].

Sincerely,

[Name of HR Representative]
[Title]
[Company Name]

Acknowledgment and Signature

I, [Employee Name], accept the terms and conditions set forth in this Severance and Non-Compete Agreement.

Signature: _____ Date: _____