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

[Date]

[Employee Name]
[Employee Address]

Subject: Separation of Employment and Severance Agreement

Dear [Employee Name],

This letter confirms that your employment with [Company Name] will terminate effective [Termination Date]. This document outlines the terms of your transition and the severance package offered to you.

1. Severance Payment
Provided that you sign and do not revoke this Agreement, the Company will pay you a gross severance amount of $[Amount], equivalent to [Number] weeks of pay. This payment will be subject to standard payroll deductions and taxes.

2. Benefits and Outplacement
Your health insurance coverage will continue through [Date]. You will receive information regarding COBRA benefits under separate cover. [Optional: The Company will also provide outplacement services for a period of [Number] months.]

3. Release of Claims
By signing this agreement, you agree to waive and release the Company from any and all claims, liabilities, or causes of action arising out of your employment or the termination of your employment.

4. Non-Compete Agreement
In consideration for the severance payment provided, you agree that for a period of [Number] months following your termination date, you will not, directly or indirectly, engage in, consult for, or be employed by any business that competes directly with [Company Name] within [Geographic Area/Region].

5. Non-Solicitation and Confidentiality
You agree not to solicit employees or clients of the Company for a period of [Number] months. You also reaffirm your ongoing obligation to maintain the confidentiality of all trade secrets and proprietary information belonging to the Company.

6. Return of Company Property
You agree to return all Company property, including laptops, keys, ID badges, and documents, no later than [Date].

7. Review Period
You have [Number] days to review this offer. We advise you to consult with an attorney before signing. This offer will expire if not signed and returned by [Expiration Date].

If you agree to these terms, please sign and return this letter.

Sincerely,

[Name of Company Representative]
[Title]

Acknowledgment and Acceptance:

I, [Employee Name], accept the terms of this Severance and Non-Compete Agreement.

Signature: _____ Date: _____