[Company Letterhead]

[Date]

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

RE: 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 severance package offered to you in exchange for a release of claims and your adherence to post-employment restrictive covenants.

1. Severance Payment
The Company will provide you with a gross severance payment of $[Amount], equivalent to [Number] months of your current base salary. This amount will be paid in [a lump sum / bi-weekly installments] starting on the first payroll period following the Effective Date of this Agreement, subject to standard tax withholdings.

2. Benefits and Bonus
Your health insurance benefits will continue through [Date]. After this date, you will be eligible for COBRA. Additionally, you will receive a pro-rated bonus for the current fiscal year in the amount of $[Amount], payable on [Date].

3. Non-Compete Agreement
In consideration for the severance benefits described above, 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 with the specific products or services offered by [Company Name] within [Geographic Area].

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

5. Release of Claims
By signing this agreement, you waive and release the Company from any and all claims, known or unknown, arising out of your employment or the termination of your employment.

6. Review Period and Revocation
You have [21/45] days to consider this offer. Once signed, you have a period of seven (7) days to revoke your acceptance. This agreement becomes effective on the eighth day after your signature.

Please indicate your acceptance by signing and returning this letter by [Deadline Date].

Sincerely,

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

Acknowledgment and Acceptance

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

Signature: _____ Date: _____