

[Company Letterhead]

[Date]

[Executive Name]

[Executive Address]

[City, State, Zip Code]

Re: Separation of Employment and Severance Agreement

Dear [Executive Name],

This letter sets forth the terms of your separation from [Company Name] (the "Company"), effective [Separation Date] (the "Separation Date").

1. Final Salary and Benefits: Regardless of whether you sign this Agreement, you will receive your earned salary through the Separation Date, plus payment for any accrued but unused vacation time, less applicable withholdings.

2. Severance Payment: Provided you sign, return, and do not revoke this Agreement, the Company will provide you with the following severance benefits:

- a) [Amount/Weeks of Pay] in a lump sum or installments.
- b) [COBRA/Health insurance details].
- c) [Bonus or Equity details, if applicable].

3. Release of Claims: In exchange for the severance benefits described above, you hereby release and forever discharge the Company, its affiliates, and employees from any and all claims, liabilities, or causes of action arising out of your employment or the termination of your employment, including but not limited to claims under Title VII, the ADEA, or any other federal, state, or local laws.

4. Confidentiality and Non-Disparagement: You agree to keep the terms of this Agreement confidential and agree not to make any disparaging remarks regarding the Company or its officers.

5. Return of Property: You confirm that you have returned all Company property, including laptops, keys, credit cards, and proprietary data.

6. Consideration Period: You have [Number, e.g., 21 or 45] days to consider this Agreement. You are advised to consult with an attorney before signing. Once signed, you have [Number, e.g., 7] days to revoke your signature.

Please indicate your acceptance by signing below.

Sincerely,

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

Acknowledgment and Signature

I, [Executive Name], hereby accept the terms set forth in this Agreement.

Signature: _____ Date: _____