

[Company Name]
[Company Address]
[Date]

[Employee Name]
[Employee Address]

Subject: Separation of Employment and Severance Agreement

Dear [Employee Name],

As previously announced, [Company Name] will be permanently closing its facility located at [Plant Location]. As a result, your employment will be terminated effective [Final Date of Employment].

1. Severance Pay

In exchange for signing and not revoking this Agreement and General Release, the Company will provide you with a severance payment in the amount of \$[Amount], less applicable taxes and withholdings. This payment will be made [Number] days after the Company receives your signed agreement.

2. Benefits and Final Pay

Regardless of whether you sign this agreement, you will receive your final wages through your last day of work and payment for accrued but unused vacation time. Your health insurance benefits will continue through [Date], after which you will receive information regarding COBRA enrollment.

3. Release of Claims

By signing this letter, you agree to waive and release [Company Name] from any and all claims, liabilities, or causes of action arising out of your employment or the closure of the plant, including but not limited to claims under the Age Discrimination in Employment Act (ADEA), Title VII of the Civil Rights Act, and the Worker Adjustment and Retraining Notification (WARN) Act.

4. Company Property

You agree to return all company property, including keys, badges, tools, and electronic equipment, no later than [Date].

5. Review Period

You have [Number, e.g., 21 or 45] days to consider this offer. We advise you to consult with an attorney before signing. Once signed, you have [Number, e.g., 7] days to revoke your signature.

If you agree to these terms, please sign and return this letter by [Deadline Date].

Sincerely,

[Name of Company Representative]
[Title]

Acknowledgment and Signature

I accept the terms set forth in this Letter and Release.

Signature: _____ Date: _____