

PERSONAL AND CONFIDENTIAL

Date: [Date]

To: [Employee Name]
[Employee Address]

Subject: Notice of Termination and Severance Offer

Dear [Employee Name],

This letter serves to confirm that your employment with [Company Name] is terminated effective [Termination Date].

Final Pay and Benefits

Regardless of whether you sign the attached General Release, you will receive your final paycheck on [Date], which includes your salary earned through your final day and payment for any accrued but unused vacation time. Your health insurance benefits will continue through [Date], after which you will receive information regarding COBRA enrollment.

Severance Offer

In exchange for your execution of the General Release of Claims attached to this letter, [Company Name] offers you a severance payment of [Amount/Number of weeks pay]. This payment will be made in a lump sum within [Number] days of the date the Release becomes effective.

General Release of Claims

By signing this agreement, you agree to waive and release [Company Name] from any and all claims, complaints, or causes of action arising out of your employment or the termination of your employment, including but not limited to claims for discrimination, breach of contract, or wrongful discharge under federal, state, or local laws.

Return of Property

You are required to return all company property, including keys, laptop, and access badges, by [Date].

Review Period

You have [Number, e.g., 21] 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.

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

Sincerely,

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

Acknowledgment and Signature

I, [Employee Name], hereby accept the terms of the Severance Agreement and General Release as set forth above.

Signature: _____ Date: _____