

STRICTLY CONFIDENTIAL

[Date]

[Employee Name]

[Employee Address]

[City, State, Zip Code]

RE: Notice of Separation and Severance Agreement

Dear [Employee Name],

This letter confirms that your employment with [Company Name] (the "Company") will terminate effective [Separation Date].

1. Final Compensation: Regardless of whether you sign this Agreement, you will receive your final paycheck on [Date], which includes your earned salary through your final day and [Number] days of accrued but unused vacation/PTO, less applicable withholdings.

2. Severance Payment: In exchange for signing this Agreement and complying with its terms, the Company offers you a severance payment of \$[Amount], less standard payroll deductions. This payment will be made within [Number] days following the Effective Date of this Agreement.

3. Benefits: Your medical benefits will continue through [Date]. After this date, you will be eligible to continue coverage under COBRA at your own expense. You will receive a separate COBRA notice via mail.

4. Confidentiality and Non-Disparagement: You agree to keep the terms and existence of this Agreement strictly confidential. You further agree not to make any disparaging or negative remarks regarding the Company, its products, services, or employees to any third party.

5. Release of Claims: In consideration for the severance payment, you hereby release the Company 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 of the Civil Rights Act, the ADEA, or any state labor laws.

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

7. Review Period: You have [Number] days to consider this offer. We advise you to consult with an attorney before signing. Once signed, you have [Number] days to revoke your signature.

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

Sincerely,

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

Acknowledgment and Acceptance:

I accept the terms set forth in this Separation and Severance Agreement.

Signature: _____ Date: _____