

**Date:** [Insert Date]

**To:** [Employee Name]

**Address:** [Employee Address]

**Subject: Separation Agreement and Relocation Severance Package**

Dear [Employee Name],

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

**1. Severance Payment:**

The Company agrees to pay you a gross severance amount of \$[Amount], equivalent to [Number] weeks/months of pay. This payment is subject to standard tax withholdings and will be paid within [Number] days following the effective date of this agreement.

**2. Relocation Assistance:**

In consideration of your required relocation, the Company will provide a relocation severance stipend of \$[Amount]. Additionally, the Company will [cover/reimburse] the following expenses:

- [Item 1: e.g., Moving van costs]
- [Item 2: e.g., Temporary housing for 30 days]
- [Item 3: e.g., Travel expenses to new location]

All relocation claims must be submitted with receipts no later than [Date].

**3. Benefits and Unused Leave:**

Your health insurance benefits will continue through [Date]. You will also receive payment for [Number] days of accrued but unused vacation/PTO time in your final paycheck.

**4. Release of Claims:**

By signing this agreement, you agree to release the Company from any and all claims, liabilities, or causes of action arising out of your employment or the termination of your employment.

**5. Confidentiality and Company Property:**

You agree to maintain the confidentiality of all proprietary Company information. Please return all Company property, including keys, laptop, and badges, by [Date].

**6. Acknowledgment:**

You have [Number] days to review this offer. By signing below, you acknowledge that you have read and understood the terms of this agreement.

Sincerely,

[Signature]

[Name of Authorized Representative]

[Title]

[Company Name]

---

**Employee Acceptance:**

I accept the terms set forth in this letter.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_