

**Date:** [Insert Date]

**To:** [Employee Name]

**Address:** [Employee Address]

**Subject: Termination of Employment and Severance Agreement**

Dear [Employee Name],

This letter confirms that your employment with [Company Name] will terminate effective [Last Working Day Date].

**1. Severance Payment**

In exchange for signing this Agreement and complying with its terms, the Company offers you a severance payment of \$[Amount], less applicable taxes and withholdings. This payment will be made within [Number] days of the effective date of this Agreement.

**2. Benefits and Compensation**

You will receive payment for all earned but unpaid wages and accrued vacation time through your final date of employment. Your health insurance benefits will continue until [Date], after which you may be eligible for COBRA coverage.

**3. Release of Claims**

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

**4. Confidentiality and Company Property**

You agree to maintain the confidentiality of all proprietary company information. You must return all company property, including laptops, keys, and badges, by [Date].

**5. Review Period**

You have [Number] days to review this offer. We advise you to consult with an attorney before signing.

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

Sincerely,

[Your Name]

[Your Title]

[Company Name]

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**Acknowledgment and Signature:**

I, [Employee Name], accept the terms of this Termination and Severance Agreement.

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