

[Company Letterhead]

[Date]

[Employee Name]

[Employee Title]

[Address]

Subject: Separation of Employment and Severance Agreement

Dear [Employee Name],

This letter outlines the terms of your separation from [Company Name] (the "Company"), effective [Date]. We thank you for your leadership and contributions to the organization.

1. Final Salary and Benefits

You will receive your final paycheck on [Date], which includes your earned salary through your final day of employment and any accrued but unused vacation time, subject to standard withholdings.

2. Severance Payment

In exchange for signing and not revoking this Agreement, the Company will provide you with a severance payment in the amount of [Amount/Number of Weeks], totaling \$[Amount]. This payment will be paid in [Lump Sum / Installments] starting [Date].

3. Outplacement Services

To assist in your career transition, the Company will provide you with executive outplacement services through [Name of Agency]. These services include [Executive Coaching/Resume Assistance/Networking Support] for a period of [Number] months. You may initiate these services by contacting [Name/Link] on or after your separation date.

4. Health Insurance (COBRA)

Your current health benefits will continue through [Date]. After this date, you will be eligible to continue coverage under COBRA. The Company will [pay/reimburse] your COBRA premiums for a period of [Number] months, provided you elect such coverage.

5. Release of Claims

This severance package is contingent upon your execution of a general release of all claims against the Company. You have [21/45] days to consider this agreement and 7 days to revoke your signature after signing.

6. Return of Property

By [Date], please return all Company property, including laptops, mobile devices, keys, and any confidential documents in your possession.

We wish you the best in your future endeavors.

Sincerely,

[Signature]

[Name of Company Representative]

[Title]

Acknowledgment and Acceptance:

I, [Employee Name], accept the terms set forth in this Agreement.

Signature: _____ Date: _____