

Date: [Insert Date]

To: [Employee Name]

Employee ID: [Insert ID]

Subject: Acceptance of Voluntary Resignation and Severance Terms

Dear [Employee Name],

This letter confirms our acceptance of your voluntary resignation from your position as [Job Title], effective [Last Working Day Date].

1. Severance Payment

In consideration of your signing this agreement and subject to the terms herein, the Company agrees to pay you a gross severance amount of \$[Amount]. This payment will be made in a lump sum, less applicable tax withholdings, on the first regular payroll date following the effective date of this agreement.

2. Clawback Provisions

You acknowledge and agree that the severance payment is subject to a clawback provision. You shall be required to repay the full gross amount of the severance payment to the Company if any of the following occur within [Number] months of your departure:

- You breach any post-termination restrictive covenants (e.g., non-compete or non-solicitation).
- It is discovered that you engaged in gross misconduct or committed a material breach of company policy during your employment.
- You disparage the Company, its officers, or its products in a public forum.

3. Return of Property

Payment of severance is contingent upon the return of all Company property, including laptops, keys, ID badges, and proprietary data, no later than [Date].

4. Release of Claims

By signing this letter, you hereby release and forever discharge the Company from any and all claims, liabilities, or causes of action arising out of your employment or the termination thereof.

5. Confidentiality

The terms and conditions of this severance agreement are strictly confidential and may not be disclosed to any third party other than legal or financial advisors.

Please sign and return this letter by [Deadline Date] to indicate your acceptance of these terms.

Sincerely,

[Sender Name]
[Title]
[Company Name]

Employee Acceptance:

I, [Employee Name], accept the terms and conditions outlined above.

Signature: _____ Date: _____