

Date: [Insert Date]

To: [Employee Name]

[Employee Address]

[City, State, Zip Code]

From: [Company Name]

[Sender Name/Title]

Subject: Separation of Employment and General Release Agreement

Dear [Employee Name],

This letter sets forth the terms of your separation from [Company Name] (the "Company"), effective [Termination Date]. This agreement aims to resolve any potential disputes or claims arising from your employment or the termination thereof.

1. Severance Payment: In exchange for signing this agreement and complying with its terms, the Company agrees to pay you a severance amount of \$[Amount], less applicable taxes and withholdings. This payment will be made in [a lump sum / installments] starting on [Date].

2. Benefits and Final Pay: You will receive your final paycheck for hours worked through your last day, including accrued but unused vacation time, regardless of whether you sign this agreement. Your health insurance benefits will continue until [Date], after which you will receive COBRA notification.

3. Release of Claims: In consideration of the severance payment, you hereby release and forever discharge the Company, its officers, and employees from any and all claims, demands, or causes of action, known or unknown, including but not limited to claims of wrongful termination, discrimination, harassment, or breach of contract.

4. Dispute Resolution: Any disputes arising from this agreement or your employment that cannot be resolved informally shall be settled through binding arbitration in [City, State], in accordance with the rules of [Arbitration Association, e.g., AAA]. The parties waive their right to a jury trial.

5. Confidentiality and Non-Disparagement: You agree to keep the terms of this agreement confidential and agree not to make any disparaging remarks about the Company, its products, or its employees to any third party.

6. Review Period: You have [Number] days to consider this offer. We advise you to consult with legal counsel before signing.

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

Sincerely,

[Signature]

[Printed Name of Company Representative]

Acknowledgment and Acceptance:

I, [Employee Name], have read, understood, and voluntarily agree to the terms set forth above.

Signature: _____ Date: _____