

[Company Name]
[Company Address]
[City, State, Zip Code]

[Date]

[Employee Name]
[Employee Address]
[City, State, Zip Code]

Subject: Severance and Outplacement Support Agreement

Dear [Employee Name],

This letter outlines the details of your severance package and the outplacement services available to you following the termination of your employment with [Company Name], effective [End Date].

1. Severance Pay

The Company will provide you with a gross severance payment of \$[Amount]. This amount is equivalent to [Number] weeks of your base salary. This payment will be made in [a lump sum / bi-weekly installments] starting on the first pay period following the execution of this agreement and the expiration of any applicable revocation period.

2. Health Benefits

Your current health insurance coverage will continue through [Date]. After this date, you will receive information regarding your right to continue coverage under COBRA. The Company will [subsidize / reimburse] your COBRA premiums for a period of [Number] months.

3. Outplacement Support

To assist with your career transition, the Company has engaged [Outplacement Firm Name] to provide you with professional outplacement services. These services include:

- Resume and cover letter writing assistance
- Career coaching and interview preparation
- Access to job search databases and networking tools

You may access these services for a period of [Number] months starting [Date].

4. Accrued Vacation and Expenses

You will receive payment for all earned but unused vacation time, totaling [Number] hours, in your final paycheck. Please submit any outstanding business expenses for reimbursement by [Date].

5. Release of Claims

The provision of the severance benefits described above is contingent upon your signing and not revoking a General Release of Claims Agreement, which is attached to this letter.

Please review these documents carefully. We thank you for your contributions to [Company Name] and wish you success in your future endeavors.

Sincerely,

[Signature]

[Name of Company Representative]

[Title]

Acknowledgment:

I, [Employee Name], acknowledge that I have read and understood the terms of this Severance and Outplacement Support Letter.

Signature: _____ Date: _____