

# Employee Separation Agreement Letter

[Your Company Name] [Your Company Logo (if applicable)] [Your Company Address] [City, State, Zip Code] [Date]

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

Dear [Employee's Name],

Subject: Employee Separation Agreement

We hope this letter finds you well. As a follow-up to our recent discussions regarding your employment termination, we have prepared this Employee Separation Agreement ("Agreement") to outline the terms and conditions surrounding the conclusion of your employment with [Your Company Name].

**1. Termination Details:** This Agreement acknowledges the termination of your employment effective [last working day], in accordance with the terms discussed during our meetings.

**2. Consideration:** In consideration for signing this Agreement and complying with its terms, the company agrees to provide you with [details of any severance pay, benefits continuation, or other considerations as applicable].

**3. Return of Company Property:** You agree to return all company property, including but not limited to [list of items], by [date]. Failure to return company property may result in the forfeiture of certain benefits outlined in this Agreement.

**4. Confidentiality:** You agree to maintain the confidentiality of any proprietary information obtained during your employment with [Your Company Name] and not to disclose such information to any third party.

**5. Non-Disparagement:** Both parties agree not to make any disparaging remarks or comments about the other, whether in oral or written form.

**6. Release of Claims:** In exchange for the consideration provided in this Agreement, you hereby release and discharge [Your Company Name] and its representatives from any and all claims, liabilities, demands, actions, causes of action, costs, and expenses, whether at law or in equity, known or unknown, arising out of or in any way related to your employment and its termination.

**7. Consultation with Legal Counsel:** You acknowledge that you have been advised to consult with an attorney before signing this Agreement and that you have had the opportunity to seek legal advice.

**8. Execution Deadline:** This Agreement must be signed and returned to [Designated Company Representative] by [deadline]. Failure to sign and return this Agreement by the specified date may result in the forfeiture of certain benefits outlined herein.

Please take the time to review this Agreement thoroughly. If you have any questions or concerns, feel free to contact [Designated Company Representative] at [Contact Information]. We appreciate your cooperation and wish you the best in your future endeavors.

Sincerely,

[Your Name] [Your Position] [Your Company Name] [Contact Information]