

SEPARATION AGREEMENT LETTER

Date \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

Dear \_\_\_\_\_

This letter will confirm the substance of our conversation of [date]. You were told that we had decided to terminate your employment.

You were also told that the company wants to make your transition to a new employer as easy as possible. For that purpose, we agreed that you would resign as an alternative to termination and that you could state to other employers that you had left the company voluntarily.

We also discussed severance pay, continued benefits and other topics. We agreed that in addition to the pay and benefits to which you normally would be entitled under current company policies, the company would provide the following additional pay and benefits:

[List additional benefits]

\_\_\_\_\_  
\_\_\_\_\_

In return for the listed additional pay and benefits, you acknowledge that this agreement is the full and final settlement of any and all claims resulting from your employment with the company. These claims include but are not limited to claims under contract, tort or the provisions of state or federal statutes that you may have now or in the future. You also agree that the company owes you no further liability or obligations beyond those described in this agreement.

We agreed that your termination will be effective [date]. All pay, benefits and other entitlement from your employment will be computed on that basis unless we have agreed on some other arrangement as one of the additional benefits listed above. We also agreed that before you receive any additional pay or benefits, you will return the following property to the company:

[List property]

\_\_\_\_\_  
\_\_\_\_\_

You are free to examine this document in full and to consult an attorney, if you wish, before signing it.

I am pleased that we have been able to reach this agreement and are able to part amicably. I wish you the best in finding new employment. The terms of this letter will be treated in confidence.

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(Signed) Date Title

I have read this letter and agree that it accurately states our understanding and agreement.

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(Employee) Date

11-45