

# Employee Separation Agreement

This Employee Separation Agreement ("Agreement") is made and entered into on \_\_\_\_\_ (the "Effective Date"), by and between \_\_\_\_\_ ("Employee") and \_\_\_\_\_ ("Employer").

## 1. Separation of Employment

Employee's employment with Employer will end effective \_\_\_\_\_ (the "Separation Date").

## 2. Consideration

In consideration for signing this Agreement and complying with its terms, Employer agrees to provide the following:

- Severance pay: \_\_\_\_\_
- Benefits continuation until \_\_\_\_\_
- Other: \_\_\_\_\_

## 3. Release of Claims

Employee hereby fully and forever releases and discharges Employer from any and all claims, known and unknown, arising out of or relating to Employee's employment or separation from employment.

## 4. Confidentiality

Employee agrees to maintain the confidentiality of this Agreement and not to disclose its terms except as required by law.

## 5. Return of Property

Employee certifies that all Employer property has been returned, including keys, access cards, computers, files, and any confidential information.

## 6. Non-Disparagement

Both parties agree to refrain from derogatory or disparaging remarks regarding the other party.

## 7. Governing Law

This Agreement will be governed by the laws of the State of \_\_\_\_\_.

## 8. Entire Agreement

This document constitutes the entire agreement between the parties regarding separation of employment and supersedes all previous agreements.

Employee Signature Date: \_\_\_\_\_

Employer Representative Signature Date: \_\_\_\_\_