



# Employee Termination Agreement Template

(Company Name)  
(Company Address)  
(City and Zip Code)  
(Today's Date)

(Employee's Full Name)  
(Employee's Address)  
(City and Zip Code)

Dear (Employee's Full Name),

Subject: Termination Agreement

This Termination Agreement ("Agreement") is entered into between (Company Name) ("Employer") and (Employee's Full Name) ("Employee") in connection with the termination of Employee's employment with the company.

## **Termination Date:**

The Employee's last day of employment with the Employer was on (Termination Date). This termination is in accordance with (state the reason for termination, e.g., downsizing, restructuring, performance-related issues, end of contract, etc.).

## **Consideration:**

In consideration for the Employee's execution of this Agreement and subject to the Employee's compliance with all its terms, the Employer agrees to provide the following:

### **a. Severance Pay:**

The Employee will be entitled to receive severance pay in the amount of (specify the severance amount or provide a formula for calculation) less any required deductions and withholdings. This amount is contingent upon the Employee signing and not revoking this Agreement.

### **b. (Other Benefits):**

*If applicable, list any other benefits or considerations the Employee is entitled to receive upon termination, such as continuation of health insurance, unused vacation pay, or other benefits as per company policy or applicable laws.*

## **Release of Claims:**



In exchange for the consideration provided in this Agreement, the Employee agrees to release and discharge the Employer and its officers, directors, employees, agents, and affiliates from any and all claims, liabilities, demands, actions, or causes of action, whether known or unknown, arising out of or in any way related to the Employee's employment or the termination thereof, up to and including the date of this Agreement.

**Confidentiality and Non-Disclosure:**

The Employee agrees to maintain the confidentiality of any proprietary or sensitive information obtained during their employment and agrees not to disclose such information to any third party. This obligation extends beyond the termination of employment.

**Return of Company Property:**

The Employee agrees to return all company property, including but not limited to laptops, mobile phones, keys, documents, and any other materials belonging to the Employer, by (Date).

**Acknowledgment:**

By signing this Agreement, the Employee acknowledges that they have had sufficient time to review and consider its terms and that they have been advised to seek legal counsel before signing. The Employee also acknowledges that they understand the rights they are waiving by signing this Agreement.

The parties have executed this Termination Agreement as of the date first written above.

(Employee's Full Name)

(Employee's Signature)

(Employer's Representative Name)

(Employer's Signature)

***Please note that this is a general template and may need to be customized to comply with specific state or country laws and individual company policies. We recommend having a qualified legal professional review and finalize your termination agreement.***