



Employee Termination Agreement



Employer _____

Address _____

Employee _____

Planned Termination Date _____

1. Purpose of the Agreement

The purpose of this agreement is to define the terms and conditions of the employment termination between the employer and the employee, including each party's obligations, any applicable financial compensation, and the documents to be provided or returned as part of the offboarding process.

2. Type of Employment Termination

Check the applicable situation:

- ☐ Resignation
- ☐ Dismissal (with cause / without cause)
- ☐ End of fixed-term contract
- ☐ Mutual agreement termination
- ☐ Retirement

3. Termination Date

The parties agree that employment will officially end on: _____



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4. Compensation and Payments

The employer agrees to pay the employee the following amounts, in accordance with applicable laws and internal policies:

- Salary owed up to the termination date
- Accrued vacation or paid time off
- Severance pay (if applicable)
- Any additional agreed-upon compensation: _____

5. Return of Company Property

The employee agrees to return all company-owned materials, equipment, and digital or physical assets before the termination date. A property return declaration may be attached to this agreement.

6. Confidentiality Obligation

The employee acknowledges that all confidential information obtained during their employment remains protected after their departure. They agree not to disclose, use, or reproduce this information.

7. Non-Solicitation or Non-Compete Clause (if applicable)

- ☐ A specific clause is attached to this agreement
- ☐ No additional clause applies



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8. Final Documentation and Employer Deliverables

The employer provides the employee with the following documents:

- Record of Employment / Employment Certificate
- Work certificate (if applicable)
- Required tax forms
- Other documents: _____

9. Additional Notes

10. Confirmation and Signatures

By signing below, the parties acknowledge that they have read, understood, and accepted the terms of this agreement.

Employee:

Signature: _____

Date: _____

Employer / Authorized Representative:

Name: _____

Title: _____

Signature: _____

Date: _____