

Employment Termination Agreement

Date: [Insert Date]

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

Dear [Employee's Name],

This Employment Termination Agreement ("Agreement") is made and entered into between [Company Name] ("Employer") and [Employee's Name] ("Employee") on this [Insert Date].

1. Termination of Employment

Your employment with [Company Name] will be terminated effective [Insert Termination Date].

2. Settlement Terms

In consideration of your signing this Agreement, the Employer agrees to provide you with the following settlement terms:

- Severance pay in the amount of [Insert Amount].
- Continuation of health benefits for [Insert Duration].
- Payment of accrued vacation days of [Insert Amount].

3. Confidentiality

You agree to keep the terms of this Agreement confidential and not to disclose them to any third parties.

4. Release of Claims

You hereby release [Company Name] from any and all claims related to your employment or termination.

5. Acceptance

Please sign below to indicate your acceptance of the terms of this Agreement.

[Employee's Name]
Date: [Insert Date]

[Employer's Representative Name]

[Title]

Date: [Insert Date]

Thank you for your time at [Company Name]. We wish you the best in your future endeavors.

Sincerely,

[Your Name]

[Your Position]

[Company Name]