

Employment Termination Agreement

Date: [Insert Date]

Employee Name: [Insert Employee Name]

Employee Address: [Insert Employee Address]

Dear [Employee Name],

This letter serves as a formal agreement regarding your voluntary resignation from [Company Name], effective [Last Working Day, e.g., two weeks from the date of this letter].

As per our discussions, you wish to resign from your position as [Employee's Position]. We acknowledge and accept your resignation, and we thank you for your contributions to the company during your tenure.

Please note the following terms of your employment termination:

- Your final paycheck will include payment for all worked hours and accrued vacation days, if applicable.
- You will return all company property before your last day of employment.
- You will have access to [list any continued benefits, if applicable, e.g., COBRA] until [insert date].

We appreciate your professionalism in this matter and wish you the best in your future endeavors.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Company Address]

[Contact Information]