

# Termination Agreement

Date: \_\_\_\_\_

Parties:

**Employer:** [Employer's Name]  
Address: [Employer's Address]  
Contact: [Employer's Contact Information]

**Employee:** [Employee's Name]  
Address: [Employee's Address]  
Contact: [Employee's Contact Information]

---

## Agreement for Termination

This Termination Agreement is made and entered into as of the date written above by and between the parties listed above.

### 1. Termination of Employment

The Employee's employment with the Employer shall be terminated effective [Termination Date].

### 2. Final Compensation

The Employer agrees to pay the Employee all accrued wages and any unused vacation days in accordance with Company policy.

### 3. Return of Company Property

The Employee agrees to return all Company property, including but not limited to keys, documents, and electronic devices, by the termination date.

### 4. Confidentiality

The Employee agrees to keep all Company information confidential as per the terms of the original employment agreement.

### 5. Release of Claims

The Employee releases the Employer from any and all claims arising from the employment relationship.

## **6. Governing Law**

This Agreement shall be governed by and construed in accordance with the laws of [State].

## **7. Acknowledgment**

By signing below, both parties acknowledge and agree to the terms outlined in this Termination Agreement.

\_\_\_\_\_  
[Employer's Name] (Employer)

Date: \_\_\_\_\_

\_\_\_\_\_  
[Employee's Name] (Employee)

Date: \_\_\_\_\_