

Separation Agreement

Date: [Insert Date]

Parties: [Employee Name] and [Employer Name]

1. Introduction

This Separation Agreement ("Agreement") is made between [Employee Name] and [Employer Name] regarding the terms of separation from employment.

2. Terms of Separation

The employee will separate from the company effective [Separation Date].

3. Compensation Details

The employer agrees to provide the following compensation:

- Severance Pay: \$[Amount]
- Unused Vacation Pay: \$[Amount]
- Health Benefits Continuation: [Duration/Details]

4. Release of Claims

The employee agrees to release and discharge the employer from any and all claims, demands, or liabilities.

5. Confidentiality

Both parties agree to maintain confidentiality of the terms of this Agreement.

6. Governing Law

This Agreement shall be governed by the laws of [State].

7. Signatures

By signing below, both parties acknowledge and accept the terms of this Separation Agreement.

Employee: _____ **Date:** _____

Employer: _____ **Date:** _____