

Employment Separation Agreement

This Employment Separation Agreement ("Agreement") is made on , between ("Employer") and ("Employee").

1. Last Day of Employment

The Employee's last day of employment will be

2. Severance Payment

The Employer agrees to pay the Employee a severance amount of \$, subject to standard payroll deductions.

3. Return of Company Property

The Employee agrees to return all company property, including but not limited to keys, documents, computers, and ID cards, by .

4. Release of Claims

The Employee waives and releases any claims against the Employer arising out of employment or termination.

5. Confidentiality

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

6. Signatures

Employer Representative:

Signature:

Date:

Employee:

Signature:

Date: