

EMPLOYEE SEPARATION AGREEMENT

Company Name: _____

Employee Name: _____

Introduction:

This Employee Separation Agreement (the "Agreement") is entered into by and between the Company and the Employee as a full and final settlement of all claims, rights, and liabilities arising out of the Employee's employment and separation therefrom. The parties agree to the terms set forth herein to avoid any future disputes or claims.

1. Separation of Employment:

Employee's last day of employment will be as mutually agreed upon by the parties. Employee acknowledges voluntary separation or termination for cause, if applicable, and waives any entitlement to further compensation except as set forth herein.

2. Final Compensation and Benefits:

Company agrees to pay all earned wages, accrued but unused vacation, and any other benefits due to Employee up to the separation date in accordance with applicable law and Company policy. Employee understands that Company has no further obligation to provide any additional compensation or benefits unless specifically stated.

3. Severance Payment (if applicable):

Company shall provide Employee a severance payment of _____ USD, subject to standard tax withholdings, in exchange for Employee's release of claims as set forth in this Agreement.

4. Release of Claims:

Employee hereby releases and forever discharges the Company, its affiliates, officers, directors, employees, and agents from any and all claims, demands, causes of action, or liabilities of any kind, whether known or unknown, arising out of or related to Employee's employment or separation thereof.

5. Confidentiality:

Employee agrees to keep the terms of this Agreement strictly confidential and not disclose any information to third parties except as required by law or as necessary to enforce the terms herein.

6. Return of Company Property:

Employee shall return all Company property, including but not limited to keys, documents, electronic devices, and confidential information, on or before the separation date.

7. Non-Disparagement:

Both parties agree not to make any false, disparaging, or derogatory statements about each other, their business, or their employees.

8. Governing Law and Jurisdiction:

This Agreement shall be governed by and construed in accordance with the laws of the State of _____. The parties consent to the exclusive jurisdiction of the state and federal courts located in _____ County, _____.

9. Entire Agreement:

This Agreement contains the entire understanding of the parties and supersedes all prior agreements or understandings, written or oral, relating to the subject matter herein. No modifications are valid unless in writing and signed by both parties.

10. Voluntary Agreement:

Employee acknowledges that Employee has read this Agreement, understands its terms, and enters into it voluntarily without coercion or undue influence.

Signatures:

Company Representative

Employee

Signature: _____

Signature: _____

Name: _____

Name: _____

Title: _____

Date: _____

Date: _____

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