

SIMPLE SEPARATION AGREEMENT

Location: _____ Effective Date: _____

PARTIES:

Employee Name: _____

Employer Name: _____

Employee Address: _____

Employer Address: _____

RECITALS:

WHEREAS, Employee has been employed by Employer under the terms of an employment agreement; and
WHEREAS, the Parties have mutually agreed to terminate their employment relationship amicably and voluntarily;
NOW, THEREFORE, in consideration of the mutual promises and covenants contained herein, the Parties agree as follows:

1. Termination of Employment

The Parties agree that the employment relationship shall terminate effective immediately upon execution of this Agreement. Employee hereby resigns from all positions held with Employer, and Employer accepts such resignation.

2. Final Compensation

Employer shall pay Employee all earned but unpaid wages, accrued but unused vacation or paid time off, and any other compensation owed up to the effective date of termination, subject to applicable deductions and withholdings.

3. Release of Claims

In exchange for the consideration provided in this Agreement, Employee releases and forever discharges Employer and its affiliates, officers, directors, employees, agents, successors, and assigns from any and all claims, demands, liabilities, and causes of action, whether known or unknown, arising out of or related to Employee's employment or the termination thereof.

4. Confidentiality

Employee agrees to maintain the confidentiality of all proprietary, confidential, and trade secret information of Employer and shall not disclose such information to any third party except as required by law.

5. Return of Property

Employee agrees to return all Employer property, including but not limited to documents, electronic devices, keys, and confidential information, by the effective date of termination.

6. Non-Disparagement

The Parties agree not to make any disparaging or defamatory statements about each other, their affiliates, or their respective officers, directors, or employees.

7. No Admission of Liability

This Agreement does not constitute an admission of liability or wrongdoing by either Party.

8. Governing Law

This Agreement shall be governed by and construed in accordance with the laws of the State of _____, without regard to its conflict of law principles.

9. Entire Agreement

This Agreement constitutes the entire agreement between the Parties with respect to the subject matter hereof and supersedes all prior agreements, understandings, and representations.

10. Amendments

No amendment or modification of this Agreement shall be valid unless in writing and signed by both Parties.

11. Severability

If any provision of this Agreement is held to be invalid, illegal, or unenforceable, the remaining provisions shall remain in full force and effect.

12. Voluntary Agreement

Employee acknowledges that they have read and understood this Agreement, have had the opportunity to consult with legal counsel, and enter into this Agreement voluntarily and without coercion.

13. Counterparts

This Agreement may be executed in counterparts, each of which shall be deemed an original, and all of which together shall constitute one and the same instrument.

14. Notices

All notices required or permitted under this Agreement shall be in writing and delivered by hand, certified mail, overnight courier, or electronic means with confirmation, to the addresses provided above or such other address as either Party may designate in writing.

15. No Waiver

Failure to enforce any provision of this Agreement shall not constitute a waiver of such provision or any other provision herein.

16. Headings

Headings are inserted for convenience only and shall not affect the interpretation of this Agreement.

17. Binding Effect

This Agreement shall be binding upon and inure to the benefit of the Parties and their respective heirs, executors, administrators, successors, and assigns.

18. Representation

Each Party represents that it has full authority to enter into this Agreement and that the person signing below is authorized to do so.

19. Dispute Resolution

Any disputes arising under or in connection with this Agreement shall be resolved first through good faith negotiation between the Parties. If unresolved, disputes shall be submitted to binding arbitration in accordance with the rules of the American Arbitration Association.

20. Compliance with Law

The Parties agree to comply with all applicable federal, state, and local laws in connection with their obligations under this Agreement.

EMPLOYEE'S SIGNATURE

EMPLOYER'S SIGNATURE

Signature: _____

Signature: _____

Original source of this document:

<https://agreementtemplate-us.com/simple-separation-agreement/>

Did you find this template helpful?

Find more updated templates at:

<https://agreementtemplate-us.com/>

[View more templates](#)

This template is intended exclusively for personal, non-commercial use.
If distributed or published, the source must be mentioned.

This template is provided for guidance only and does not constitute legal advice.
It is recommended to consult a legal professional for each specific case.