

SEPARATION AND RELEASE AGREEMENT

This Separation and Release Agreement (the "Agreement") is entered into by and between:

Employee:

Full Name: _____

Address: _____

Phone/Email: _____

Employer:

Company Name: _____

Address: _____

Contact Person / Phone/Email: _____

1. Separation

Employee's employment with Employer will terminate effective immediately upon execution of this Agreement (the "Separation Date"). Employer and Employee acknowledge and agree that this separation is mutual and voluntary.

2. Severance Payment

Employer agrees to pay Employee a severance payment in the total gross amount of _____ USD, less applicable taxes and deductions, payable as a lump sum or according to a schedule agreed by the parties. This payment is in full satisfaction of all claims Employee may have arising out of employment or termination.

3. Benefits

Employee's eligibility for benefits shall cease on the Separation Date, except as required by law or as otherwise agreed in writing. Employee acknowledges responsibility for any continuation of benefits at Employee's own cost.

4. Release of Claims

Employee voluntarily and knowingly releases and discharges Employer and its affiliates, officers, directors, employees, agents, successors, and assigns from any and all claims, demands, damages, liabilities, costs, and causes of action of any kind that Employee may have or claim to have, whether known or unknown, arising out of Employee's employment or termination thereof, except for claims that cannot be waived by law.

5. Confidentiality

Employee agrees to keep confidential the terms of this Agreement and any proprietary or confidential information of Employer obtained during employment, except as required by law or with Employer's prior written consent.

6. Return of Property

Employee agrees to return all Employer property, including but not limited to documents, equipment, keys, access cards, and electronic devices, on or before the Separation Date.

7. Non-Disparagement

Employee and Employer each agree not to make any disparaging or negative statements about the other to any third party, except as required by law or to legal counsel.

8. Non-Admission

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

9. Governing Law

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

10. Entire Agreement

This Agreement constitutes the entire understanding between the parties concerning the subject matter herein and supersedes all prior agreements or understandings, oral or written.

11. Amendment and Waiver

Any amendments or waivers to this Agreement must be in writing signed by both parties. No failure or delay in exercising any right shall operate as a waiver.

12. Severability

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

13. Voluntary Execution

Employee acknowledges that Employee has read and understands this Agreement, has had the opportunity to consult with an attorney, and signs it voluntarily and without duress.

14. No Future Claims

Employee agrees not to initiate any legal action or claim against Employer related to Employee's employment or termination, except to enforce this Agreement.

15. Representation

Employee represents that no promises or representations have been made other than those contained in this Agreement.

16. Effective Date

This Agreement shall become effective immediately upon execution by Employee and Employer.

17. Counterparts

This Agreement may be signed in counterparts, each of which shall be deemed an original and all of which together constitute one document.

18. Notices

All notices under this Agreement shall be in writing and delivered personally, by certified mail, overnight courier, or electronic means with confirmation to the addresses set forth above.

19. Enforcement

Each party agrees to cooperate fully and execute any additional documents necessary to effectuate the purposes of this Agreement.

20. No Rehire

Employee acknowledges that Employer has no obligation to rehire Employee in the future.

EMPLOYEE SIGNATURE

EMPLOYER SIGNATURE

Signature: _____

Signature: _____

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