**Employment Separation Agreement**

This Employment Separation Agreement (“Agreement”) is entered into on **[Date]**, by and between:

**Employer:** [Company Name], a [Company Type] with its principal office at [Address].  
**Employee:** [Employee Full Name], residing at [Employee Address].

**1. Separation Date**

The Employee’s employment with the Company will end effective **[Separation Date]**.

**2. Final Compensation**

The Company agrees to pay the Employee the following:

* **Final paycheck** covering all wages earned through the Separation Date.
* **Accrued but unused vacation/leave** as per company policy.
* Any other benefits due under applicable laws.

Payment will be made on **[Date]** via the Employee’s usual method of payment.

**3. Severance Pay (if applicable)**

The Company will provide the Employee with severance pay in the amount of **[Amount or Formula, e.g., one month’s salary for each year of service]**.

**4. Return of Company Property**

The Employee agrees to return all company property, including but not limited to:

* Laptop, mobile phone, access cards, keys
* Confidential documents and records

All property must be returned no later than **[Date]**.

**5. Confidentiality**

The Employee acknowledges that all confidential information acquired during employment remains the property of the Company and must not be disclosed to any third party.

**6. Non-Disparagement**

Both parties agree not to make any disparaging or harmful remarks about each other following the termination of employment.

**7. Release of Claims**

In exchange for the consideration provided, the Employee releases the Company from all claims arising out of employment or termination, except as otherwise provided in this Agreement.

**8. Governing Law**

This Agreement shall be governed by and construed under the laws of **[Jurisdiction/State]**.

**9. Entire Agreement**

This document contains the entire agreement between the parties and supersedes all prior agreements related to employment termination.

**Acknowledgement**

By signing below, both parties acknowledge that they have read, understood, and agreed to the terms of this Employment Separation Agreement.

**Employer:**  
Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Name: [Authorized Representative]  
Title: [Position]  
Date: \_\_\_\_\_\_\_\_\_\_

**Employee:**  
Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Name: [Employee Full Name]  
Date: \_\_\_\_\_\_\_\_\_\_