

EMPLOYEE SEPARATION AGREEMENT AND RELEASE FORM

Employee Name: _____ Employee ID: _____

Job Title: _____ Department: _____

Separation Details:

Separation Type (e.g., Resignation, Termination): _____

Last Day of Employment: _____

Final Pay and Benefits:

Final Paycheck Amount: _____ USD

Accrued Vacation/PTO Paid: _____

Benefits Termination Date: _____

Company Property and Confidential Information:

Employee acknowledges returning all company property, including but not limited to keys, documents, laptops, phones, and other materials. Employee agrees to maintain confidentiality of all proprietary and confidential information obtained during employment and not to disclose or use such information after separation.

General Release and Waiver of Claims:

In consideration of the benefits provided herein, Employee releases and discharges the Company, its affiliates, and their respective officers, directors, employees, and agents from any and all claims, demands, liabilities, and causes of action of any kind, whether known or unknown, arising out of or related to Employee's employment or separation from employment.

Non-Disparagement:

Employee agrees not to make any negative or disparaging statements, whether oral or written, concerning the Company or its officers, directors, employees, or agents.

Return of Final Documents:

Employee acknowledges receipt of all final documents, including this Separation Agreement, payment details, and any other relevant records.

Governing Law:

This Agreement shall be governed by and construed in accordance with the laws of the United States and the State where the Company maintains its principal place of business, without regard to conflicts of law principles.

Severability:

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

Entire Agreement:

This Agreement constitutes the entire understanding between Employee and Company regarding separation and supersedes any prior agreements or understandings, whether written or oral.

Acknowledgment:

Employee acknowledges that they have read, understand, and voluntarily enter into this Agreement, and that they had the opportunity to consult with legal counsel prior to signing.

EMPLOYEE SIGNATURE

COMPANY REPRESENTATIVE SIGNATURE

Signature: _____

Signature: _____

Print Name: _____

Print Name: _____

Title (if applicable): _____

Date: _____

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