

## Severance Agreement (Sample)

Date \_\_\_\_\_

Inside address \_\_\_\_\_

Dear \_\_\_\_\_ ;

This Severance Agreement acknowledges that you are accepting these benefits (list could be provided or you could refer to the letter of termination) as final settlement of any claims you may have against (Company name)\_\_\_\_\_. We prefer that you have your legal counsel view this document before signing it.

Upon your review and agreement, please return the original copy of this signed agreement to (name)\_\_\_\_\_ (position title) \_\_\_\_\_ (department) \_\_\_\_\_ before (date)\_\_\_\_\_. The Agreement will be forfeited if you do not sign and return it before the indicated date.

Please retain a copy of the Agreement for your records.

Sincerely,

Company Representative  
Title \_\_\_\_\_

(Signature)\_\_\_\_\_ Date\_\_\_\_\_