**Severance Agreement**

This Severance Agreement is entered into and made effective on [day] of [month] [year], by and between [Employee name] ("Employee") and [Employer name] ("Employer").

Employer and Employee acknowledge and agree to the following terms:

**1. Employment status:** Employee's employment with the Employer shall terminate on [date] (the "Severance Date").

**2. Severance:** Provided Employee complies with the terms outlined in this Severance Agreement, they shall be entitled to the following severance benefits:

* Employer agrees to pay Employee a severance payment in the amount of [dollar amount]. Employee will receive this payment upon the execution of the Severance Agreement.
* Per Employer's policies, Employee can continue to receive the insurance coverage that they subscribe to under the Employer's group medical, vision and dental plans until [date].

Employer has no obligation to pay, and Employee understands that they are not entitled to, any compensation beyond what is expressly stated above.

**3. Nondisparagement:** Employee agrees not to use written or verbal statements to disparage Employer, nor any individuals, products or services affiliated with Employer.

**4. Liability release:** Employee voluntarily releases Employer and its affiliates from any claims or liabilities Employee has against them, whether they are known or unknown at the time of this agreement.

**5. Nonsolicitation:** Employee agrees that they will not solicit, persuade or otherwise engage the employees of Employer, either directly or indirectly, to end their employment or accept employment elsewhere for a period of [number of months/years] following the Severance Date.

**6. Return of company property:** Employee must return all tangible company property, including proprietary information, to the Employer. This property must be returned on or by the Severance Date. Employee acknowledges that they cannot disclose any confidential or proprietary information they obtained during their employment with Employer to any third parties.

**7. Confidentiality:** Employee agrees to maintain strict confidentiality of the contents, terms and conditions of the Severance Agreement for a period of [number of months/years]. [Include information about any potential exceptions to this clause, such as immediate family members or attorneys]

**8. No admission of liability:** Employee acknowledges that nothing included in the Severance Agreement represents an admission of any breach or misconduct by Employer.

**9. Entire agreement:** This Severance Agreement forms the entire agreement between Employer and Employee and replaces all previous written or verbal negotiations and agreements related to the subject matter. The parties will make no further agreements or arrangements beyond what has been expressly stated in this document.

**10. Governing law:** This Severance Agreement will be enforced according to the laws of the State of [name of governing state]. Any disputes regarding the Severance Agreement shall be submitted to the State of [name of governing state].

IN WITNESS WHEREOF, Employee and Employer have executed this Severance Agreement as of the Effective Date.

[Employer name]

[Employer signature]

[Date]

[Employee name]

[Employee signature]

[Date]