

Sample Severance Package Agreement

This Severance Package Agreement ("Agreement") is made and entered into as of [Date], by and between [Employee Name] ("Employee") and [Company Name] ("Employer").

1. Severance Payment

Employer agrees to pay Employee a total severance amount of [Amount] as consideration for Employee's release of claims, less applicable taxes and withholdings. This payment will be made within [number] days after this Agreement becomes effective.

2. Health Benefits

Employer will provide Employee with continued health insurance benefits through [date or duration], consistent with the Employer's standard policies and applicable law (e.g., COBRA).

3. Return of Company Property

Employee agrees to return all company property, including but not limited to devices, files, documents, and keys, by the effective date of this Agreement.

4. Release of Claims

Employee hereby releases Employer and its affiliates from any and all claims, known and unknown, arising out of or relating to Employee's employment or termination of employment with Employer.

5. Confidentiality

Employee agrees to keep the terms and amount of this Agreement confidential, except as otherwise required by law.

6. Non-Disparagement

Both parties agree not to make any statements that disparage the other party.

7. Acknowledgement

Employee acknowledges that Employee has read and understands this Agreement and has had an opportunity to consult with legal counsel.

Employee Signature:

Date:

Employer Representative Signature:

Date:
