

**Download more free templates from** [**firsthr.app**](http://firsthr.app/)

[Your Company's Logo or Letterhead]

[Date]

Termination And Release Agreement

 This Termination and Release Agreement (the "Agreement") is entered into between [Employee's Full Name] ("Employee") and [Your Company's Name] ("Company") (collectively referred to as "Parties").

1. Termination of Employment: The Parties hereby acknowledge that the employment relationship between Employee and Company will be terminated effective [Termination Date].
2. Severance Package: As a result of the termination, Company agrees to provide Employee with the following severance package:
	* Lump sum payment of [Severance Amount] as severance pay, subject to applicable tax withholdings.
	* Continuation of healthcare benefits for a period of [Benefit Continuation Period] in accordance with applicable laws and Company policies.
	* [Any additional severance benefits or considerations, if applicable.]
3. Release of Claims: In consideration of the severance package provided by Company, Employee, on behalf of themselves and their representatives, hereby releases and discharges Company, its officers, directors, employees, agents, and affiliates from any and all claims, demands, causes of action, or liabilities of any nature, whether known or unknown, arising out of or relating to Employee's employment or its termination, except for claims expressly preserved by law.
4. Confidentiality and Non-Disclosure: Employee agrees to continue to abide by the confidentiality and non-disclosure obligations set forth in any applicable agreements or policies during and after the termination of their employment.
5. Return of Company Property: Employee agrees to return all Company property, including but not limited to keys, access cards, electronic devices, documents, and any other materials, in their possession or control promptly upon the termination of employment.
6. Non-Disparagement: Both Parties agree not to make any disparaging remarks or comments about each other, whether oral or written, to any third party, including but not limited to employees, clients, customers, or vendors.
7. Governing Law and Jurisdiction: This Agreement shall be governed by and construed in accordance with the laws of [Jurisdiction]. Any disputes arising under or in connection with this Agreement shall be subject to the exclusive jurisdiction of the courts of [Jurisdiction].
8. Entire Agreement: This Agreement constitutes the entire understanding and agreement between the Parties with respect to the subject matter hereof and supersedes all prior discussions, negotiations, and agreements, whether oral or written.

By signing below, Employee acknowledges that they have read and understood the terms of this Agreement and voluntarily agree to be bound by its terms.

**Employee:**

[Employee's Full Name]

[Employee's Signature]

[Date]

**Company:**

[Company Name]

[Company Representative's Name]

[Company Representative's Title]

[Company Representative's Signature]

[Date]