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[Your Company's Logo or Letterhead]

[Date]

Termination and Release Agreement

Dear [Employee's Name],

This Termination and Release Agreement ("Agreement") is entered into between [Your Company's Name] ("Company") and [Employee's Name] ("Employee") in connection with the termination of Employee's employment with the Company.

1. Termination Date: The employment relationship between the parties will terminate effective [Termination Date].
2. Consideration: In consideration for the promises and covenants set forth in this Agreement, including the release of claims by Employee, the Company agrees to provide the following consideration to Employee:

a. Severance Pay: The Company will provide [details of the severance package, if applicable].

b. Accrued Benefits: Employee will receive payment for any accrued but unused vacation, paid time off, or other applicable benefits as of the Termination Date.

c. Other Considerations: [Include any additional considerations or benefits being provided to the Employee, if applicable].

1. Release of Claims: In exchange for the consideration provided under this Agreement, Employee, on behalf of themselves and their representatives, hereby releases and forever discharges the Company, its officers, directors, employees, agents, successors, and assigns (collectively referred to as the "Released Parties") from any and all claims, demands, causes of action, or liabilities of any kind, whether known or unknown, arising out of or related to Employee's employment with the Company or the termination thereof. This includes, but is not limited to, claims for wrongful termination, discrimination, harassment, breach of contract, or any other claims under applicable laws or regulations.
2. Confidentiality and Non-Disparagement: Employee agrees to maintain the confidentiality of any confidential or proprietary information of the Company and its clients or customers. Employee further agrees not to make any disparaging remarks or comments about the Company, its employees, or its products or services.
3. 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, to the Company promptly following the Termination Date.
4. Non-Solicitation and Non-Competition: Employee acknowledges and agrees to abide by any non-solicitation and non-competition agreements or provisions previously entered into with the Company.
5. Cooperation: Employee agrees to reasonably cooperate with the Company in any matters or proceedings that may arise following the termination of employment, including but not limited to providing assistance or information as reasonably requested by the Company.
6. Governing Law and Venue: This Agreement will be governed by and construed in accordance with the laws of [Jurisdiction]. Any disputes arising under or in connection with this Agreement will be subject to the exclusive jurisdiction of the courts of [Jurisdiction].
7. Entire Agreement and Amendments: This Agreement constitutes the entire agreement between the parties regarding the termination of Employee's employment and supersedes any prior agreements or understandings, whether written or oral. Any amendments or modifications to this Agreement must be in writing and signed by both parties.

Please carefully review this Agreement. By signing below, you acknowledge that you have read and understood the terms and conditions of this Agreement and voluntarily agree to 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]