

# EMPLOYEE TERMINATION AGREEMENT

Company Name: \_\_\_\_\_ Employee Name: \_\_\_\_\_

## Employee Information:

Job Title: \_\_\_\_\_

Department: \_\_\_\_\_

Supervisor Name: \_\_\_\_\_

## Termination Details:

Termination Type (Voluntary/Involuntary): \_\_\_\_\_

Effective Termination Date: \_\_\_\_\_

Reason for Termination: \_\_\_\_\_

## Final Compensation and Benefits:

Last Paycheck Amount: \_\_\_\_\_ USD

Accrued Vacation/PTO Payout: \_\_\_\_\_ USD

Benefits Termination Date: \_\_\_\_\_

## Company Property and Confidentiality:

Employee agrees to return all company property including but not limited to keys, access cards, computers, phones, documents, and any other materials belonging to the company by the termination date. Employee acknowledges continued obligation to maintain confidentiality of proprietary information, trade secrets, and personal data obtained during employment, in accordance with company policies and applicable law.

## Non-Disparagement:

Employee agrees not to make any disparaging or negative statements about the company, its products, services, officers, directors, employees, agents, or affiliates that could harm the company's reputation or business interests.

## Release of Claims:

Employee hereby releases and discharges the company and its affiliates from any and all claims, liabilities, demands, or causes of action, whether known or unknown, arising out of or relating to Employee's employment or termination thereof, including but not limited to claims under federal, state, or local law.

## Return of Personal Items:

Employee shall remove all personal belongings from company premises by the termination date. Company shall not be responsible for any items left after this date.

## Governing Law and Venue:

This Agreement shall be governed by and construed in accordance with the laws of the State of \_\_\_\_\_, without regard to conflict of laws principles. The parties consent to the exclusive jurisdiction and venue of the state and federal courts located in \_\_\_\_\_ County, \_\_\_\_\_.

**Entire Agreement; Amendments:**

This Agreement constitutes the entire understanding between the parties regarding the subject matter hereof and supersedes all prior agreements or understandings, whether written or oral. Any amendments must be in writing and signed by both parties.

**Severability:**

If any provision of this Agreement is held to be invalid or unenforceable, the remaining provisions shall remain in full force and effect.

**Acknowledgment:**

Employee acknowledges that Employee has read and understands this Agreement, has had the opportunity to seek legal counsel, and agrees to be bound by its terms.

**EMPLOYEE SIGNATURE**

Printed Name: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

**COMPANY REPRESENTATIVE SIGNATURE**

Printed Name: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

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