

Termination settlement agreement

Subject: Agreement on Termination Settlement

Dear [Employee Name],

This letter outlines the mutual agreement between [Company Name] and you, [Employee Name], regarding the settlement of your employment termination effective [Date].

The settlement terms are:

- Final Salary Payment: [Amount]
- Accrued Benefits: [Details of Leave Encashment, Bonus, etc.]
- Severance: [Amount if applicable]
- Return of Company Property: To be completed by [Date]
- Confidentiality: Employee agrees to maintain confidentiality of company matters.

Both parties agree that this settlement represents a full and final resolution of all employment obligations.

Sincerely,

[Employer Name]

[Employer Position]

Acknowledged and Accepted:

[Employee Name]

[Signature]

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