

Employment Contract Separation Form

This agreement serves as a formal record of separation between employer and employee under the employment contract terms.

1. CONTRACT DETAILS

- Employee Name: _____
- Contract Start Date: _____
- Contract End Date: _____
- Position: _____
- Supervisor: _____

2. REASON FOR SEPARATION

- Employee completed the contract
- Employee requested early termination
- Employer terminated the contract for cause
- Layoff due to company restructuring
- Other: _____

3. FINAL COMPENSATION & BENEFITS

Compensation Type	Amount	Payment Date	Additional Notes
Final Paycheck	\$ _____		Paid in full
Severance Pay	\$ _____		Per contract terms
PTO Payout	\$ _____		Paid upon exit
Health Benefits	Active until _____		

4. CONTRACT OBLIGATIONS & PROPERTY RETURN

- The Employee has returned all company property: Yes No
- Outstanding contract obligations (if any):

5. CONFIDENTIALITY & NON-COMPETE AGREEMENT

- The Employee agrees to maintain confidentiality post-separation
- The Employee is subject to a non-compete agreement until _____

6. SIGNATURES

I, the undersigned, acknowledge that the terms of separation have been reviewed and agreed upon.

- Employee Signature: _____ Date: _____
- Employer Signature: _____ Date: _____
- HR Representative: _____ Date: _____