**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: \_\_\_\_\_\_**