

Separation Agreement Template

HR & WorkTech

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This guide explains what the tool produces, how to use the output, and what to watch for. The actual output (draft/report) is generated on the tool page.

Background

Drafts a full-and-final settlement / separation agreement with a dues calculation and mutual release, for the separation type you pick. Use it to paper an exit. For just the FnF numbers, use the Full-and-Final Settlement Calculator; for a layoff, read the Layoff / Retrenchment Compliance Guide first.

Purpose of this tool & output

Describe the separation scenario and we draft a compliant full and final settlement agreement

How the output is used

Use the draft for a compliant full-and-final settlement and separation agreement — dues, release, confidentiality and terms — reviewed by a lawyer.

Who receives it

The agreement is between the employer and the departing employee; each keeps a signed copy.

Fees & charges

Usually executed on stamp paper per your state; no heavy stamp duty for a settlement agreement.

Who should vet it

An employment lawyer, to make the release, dues and confidentiality terms compliant and enforceable before you sign.

Important cautions

AI-generated template. Have a labour lawyer review before executing, especially for terminations.

Companion documents

- Full-and-Final Settlement Calculator
- Relieving / Experience Letter
- Exit Interview Question Set
- Knowledge-Transfer Plan
- Layoff / Retrenchment Compliance Guide

This is AI-assisted guidance. Verify with a qualified professional before any binding decision. Fees, authorities and processes vary by state and change over time — confirm with your state authority.

