Severance package negotiation letter template examples pdf

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Date	SAMPLE LETTER OF TERMINATION FOR STAFF REDUCTION
	ally Smith nt Position)
triese	in Position)
Dear S	Sally:
	After a complete review of the economic issues and austere budget times facing our tion, we can no longer continue your position with the institution. The purpose of this so acknowledge your termination, which is effective of DATE. As we discussed during today's meeting, we mutually understand and agree to the ine:
	Benefits available to the employee
	 Severance package
	 Vacation/sick pay
	 ◆ Health insurance ◆ Life insurance
- 1	Necessary information that the employee must share with the supervisor to complete
**	existing projects.
3,	Discuss how the employee will remove personal belonging from the office and/or institution-owned living facilities.
4.	Discuss how the employee will return institutionally-owned materials (e.g., keys, ID
	cell phone).
agreen	etter represents the entire agreement between us and can only be modified in writing. I nents outlined in this letter are not agreeable to you, you may contact INSERT NAME APPEAL PERSONNEL MANAGER by INSERT DATE.
Sincer	
Title	risor's Name
Little	
(Super	oyee's Name) acknowledges that he/she has read and understood this agreement, visor's Name) acknowledges that he/she is executing this agreement with the full edge of the institution's policies and procedures.
Signat	ure of the Employee
Signat	ure of the Supervisor
Date	
	SEPARATION AGREEMENT

express under for first upon condition that printings be compounded for for first and of the right and the right and

Premier of Queensland

For reply please quote: ES/AT - TF/13/11695 - DOC/13/96439
2 4 JUN 2013

Mr Greg Dodge Dandelyon Gifts 173 Boundary Street WEST END QLD 4101

Dear Mr Dodge

Thank you for your letter of 29 May 2013 about the salaries of Members of the Queensland Parliament (MPs). I apologise for the delay in responding.

Executive Building 100 George Street Brisbane

PO Box 15185 City East Queensland 4002 Australia Telephone +617 3224 4500

Facsimile +61.7 3221 3631 Email ThePremier@premiers.gld.gov.au

Website www.thepremier.qld.gov.au

The levels of salaries provided to MPs in the parliaments of Australia are matters that have been long debated within the Australian community, and will probably be debated for a very long time.

You will be interested to know that, despite what you may have seen in the media recently, the rate of salary being paid to all current Queensland MPs, including ministers, the Speaker and the Leader of the Opposition, has not increased since 1 August 2011. The rate of that increase was 2.5 per cent.

While a determination about when Queensland MPs will next receive a salary increase has not been made, I have stated that if MPs were to receive an increase then the level of that increase should be within the boundaries of what the Government is asking public sector employees to accept.

Any determination about proposed future salary increases for Queensland MPs will be made following the Government's consideration of a wide range of factors, including the State's financial position.

Again, thank you for taking the time to share your views with me. I hope this information is of assistance to you.

CAMPBELL NEWMAN

Yours sincerely

GENERAL RELEASE OF ALL CLAIMS

This severance agreement and general release of all claims ("Release") is entered into this __ day of _____, 2000, by and between____ ("___") or "EMPLOYEE") and _____, and their officers, representatives, agents, principals, partners and employees (all collectively referred to as "EMPLOYER").

RECITALS

- A. EMPLOYEE was employed by EMPLOYER as JOB TITLE, from on or about START DATE, until END DATE. EMPLOYEE claims, inter alia, that EMPLOYER breached its contact with EMPLOYEE, owes EMPLOYEE commissions and/or wages, and other damages.
- B. EMPLOYER wishes to pay to EMPLOYEE, and EMPLOYEE wishes to accept \$AMOUNT ONE Dollars gross pay as W-2 wages, and \$AMOUNT TWO Dollars as compensation for other claims, including interest, penalties, attorneys fees, costs, emotional distress and other damages resulting from claims asserted. It is understood and agreed that EMPLOYEE's last day of work is END DATE, and EMPLOYEE will not reapply for employment with EMPLOYER in the future. EMPLOYER desires to settle and compromise any and all possible claims EMPLOYEE may have against EMPLOYER arising out of the employment relationship, and to provide for a release of any such claims, whether or not such claims have been asserted. Such claims include certain allegations made or which could be made by EMPLOYEE, which claims are disputed and denied by EMPLOYER. Therefore, it is agreed and understood that this Release is a compromise of any and all potentially disputed claims, and that this Release is not an admission of liability or wrongdoing by any party.

AGREEMENT

- IN CONSIDERATION of payment in the above amounts, EMPLOYEE
 does hereby unconditionally and absolutely release and discharge EMPLOYER from
 any and all loss, liability, causes of action, suits of any type and/or claims of any type,
 related directly or indirectly or in any way connected with EMPLOYEE's employment at
 EMPLOYER or the termination of her employment. This Release applies to any claims
 arising out of or related to EMPLOYEE's employment with EMPLOYER or her
 termination therefrom.
- IN FURTHER CONSIDERATION of the above, EMPLOYEE agrees that she will not prosecute in any administrative agency, whether federal or state, or in any court, any claim or demand of any type related to her employment, it being the intention of the parties that with this Release, EMPLOYER will be forever discharged from all

EMPLOYEE SETTLEMENT AGREEMENT 1. The Parties. This Employee Settlement Agreement ("Agreement") is made and entered into , 20____ ("Effective Date") by ____ ("Employer") with a City of _____ ("Employee") with a mailing address of Collectively the Employer and Employee shall be known as the "Parties". It is known that the Now, therefore, in consideration of the mutual promises and covenants contained herein, it is agreed as follows: 2. Employment Status. The Parties acknowledge that the last day of employment shall be

Parties wish to separate and discontinue their employment relationship in an amicable manner.

("Employee's Last Day"). The Employer has paid the Employee all payments due through ________, 20____ and all standard deductions and regular payroll tax withholdings have been made. These payments shall be reflected in the IRS W-2 form that the Employer shall issue for the fiscal year.

3. Severance. In consideration of the promises set forth in this Agreement, the Employer agrees to: (choose one)

- No Severance. No other promises of payment due to the Employee in this

 Single Payment. Employer agrees to make a single payment to the Employee in the ("Severance Payment(s)"). The Severance Payment shall not be delivered to the Employee until this Agreement becomes effective as described in Section 1 of this Agreement. The Severance Payment(s) shall be subject to the appropriate taxes and other payroll deductions required by law, and these monies shall be included in the IRS W-2 form the Employer shall issue to the Employee for the fiscal year. Employee agrees that, to the extent that any Federal, State, or Local taxes may be or become due or payable as part of the Severance Payment(s), that the Employee shall be fully responsible for paying such taxes. Employee further agrees to indemnify the Employer, and its agents, employees, members, former employees, partners, directors, officers, trustees, consultants, shareholders, attorneys and insurers, both past and present, from, and hold them harmless against any claim, liability, penalty or tax consequence made by any Local, State, or Federal administrative agency or court of competent jurisdiction for such unpaid taxes, including costs and counsel fees incurred by the Employer as a result of such claims.

a.) Other Severance. In addition to the aforementioned Severance Payment(s), the Employee shall be due: (choose one)

No Other Severance. No other promises of payment, property, or

benefits shall be due to the Employee in this Agreement.

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- Other Severance.

Page 1 of 7

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I know that your time is valuable, and I appreciate you carving out the space to hear me out. As we discussed, I would like to be considered for promotion to [JOB TITLE]. I believe that in my [TIME] here at [COMPANY] I have contributed an ample amount of ... Please Use Our Service If You're: Wishing for a unique insight into a subject matter; SUBJECT LINE: Following Up on Our Promotion Discussion Greetings [NAME], Thank you for taking the time to meet with me on [DATE and TIME]. I know that your time is valuable, and I appreciate you carving out the space to hear me out. As we discussed, I would like to be considered for promotion to [JOB TITLE]. I believe that in my [TIME] here at [COMPANY] I have ... 12/12/2019 · The following job offer letter is customized for the high-level director or executive. 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