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Free Legal Resource · 2026

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Employment Separation Agreement

Checklist

Action Checklist — ClearLegalTips.com (2026)

Cover the release, final pay, and post-employment terms cleanly.

Terms

Stated the separation date and reason

Recorded severance and final pay

Addressed benefits and COBRA

Releases

Included the release of claims

Added confidentiality / non-disparagement

Gave required review time (e.g., ADEA 21/7 days)

Execute

Both parties signed and dated

Employee kept a copy

Processed final pay on schedule

Notes

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vary by state and change over time. Consult a licensed attorney for advice specific to your situation.