

GENERAL RELEASE BY DEPARTING EMPLOYEE

Know all persons by these presents that in consideration of the sum of _____
DOLLARS (\$ _____), the receipt and sufficiency of all of which is hereby acknowledged, I,
_____ *[insert name of departing employee]* (hereinafter called
the "Releasor") do for myself, my agents, representatives, heirs, executors, administrators and
assigns, hereby remise, release and forever discharge _____ *[insert
name of employer]*, its directors, officers, employees, agents, advisors, insurers, successors or
assigns (hereinafter called the "Releasee") of and from any and all manner of action and actions,
cause and causes of action, suits, debts, costs, claims and demands of every kind and nature
whatsoever which against the Releasee I ever had, now have or which my heirs, executors,
administrators or assigns shall or may have, for or by any reason existing up to the present time
and in particular, without restricting the generality of the foregoing, all manner of actions, claims
and demands whatsoever arising out of my employment with the Releasee and termination
therefrom and any claims for salary, wages, overtime pay, vacation pay, severance pay and other
benefits (less deductions for income tax and other required deductions).

And for the said consideration, it is further agreed that my agents, representatives, heirs,
executors, administrators and assigns will not make or cause to be made any claim against any other
person or corporation in which I claim contribution or indemnity as a constructive releasee under
the provisions of any statute or otherwise.

I understand and agree that the said agreement is not deemed to be an admission of liability on the
part of _____ *[insert name of employer]*.

And I hereby declare that the terms of this settlement are fully understood, and that the said sum
is accepted voluntarily by me for the purpose of making a full and final compromise, adjustment
and settlement of all claims by me against the Releasee and specifically for any claims for salary,
wages, overtime pay, vacation pay, severance pay and all other benefits.

And the provisions hereof shall inure to the benefit of and be binding upon and enforceable by or
against the Releasor and the Releasee, and their respective agents, representatives, heirs,
executors, administrators, directors, officers, employees, insurers and assigns.

IN WITNESS WHEREOF the undersigned has executed these presents at
_____, this _____ day of _____, _____.

Signature of Witness

Signature of Releasor