SEPARATION AND RELEASE AGREEMENT

The effective date of this Separation and Release Agreement ("Agreement") is [DATE],

**BETWEEN: [EMPLOYEE NAME]** (the "Employee"), an individual with his main address at:  
  
[COMPLETE ADDRESS]

**AND: [YOUR COMPANY NAME]** (the "Company"), a company organised and existing under the laws of the [State/Province] of [STATE/PROVINCE], with its head office located at:  
  
[YOUR COMPLETE ADDRESS]

NOW, THEREFORE, in consider­ation of the mutual covenants set forth herein and intending to be legally bound, the parties hereto agree as follows:

1. **TERMS**

The Employee hereby authorises Company to release information to prospective employers regarding his employment with this company, including but not limited to, dates of employment, salary history, employment history, disciplinary actions, attendance record, performance, and employment-related documents.

The Employee hereby releases his former and prospective employers, their employees, agents, officers, directors and affiliates from any and all liability for damages of whatever kind, which may at any time result to Employee, his family or associates, because of compliance with this authorisation and request to release information or any attempt to comply with it.

This release is executed with full knowledge and understanding that the information to be provided is for the sole purpose of gaining employment, and shall remain in effect until such time as the Employee withdraws said release in writing to the [YOUR COMPANY NAME] above.

COMPANY FORMER EMPLOYEE

Authorised Signature Authorised Signature

Print Name and Title Print Name and Title