

GOLDEN HANDSHAKE AGREEMENT

Executive Departure Payroll Template & Statement of Release

EXECUTIVE & AGREEMENT INFORMATION

Executive Name		Employee ID	
Job Title		Department	
Hire Date		Separation Date	
Agreement Date		Payroll Run Date	

1. SEVERANCE & SEPARATION PAYMENTS (GROSS)

PAYMENT DESCRIPTION	CALCULATION BASIS / NOTES	GROSS AMOUNT (\$)
Base Severance Pay		
Executive Bonus Compensation		
Pro-Rata Performance Share Units (PSUs)		
Stock Option Acceleration Settlement		
Accrued Untaken Annual Leave		
Non-Compete Consideration Payment		
Outplacement Services Cash Equivalent		
Total Gross Golden Handshake Payment		

2. STATUTORY & POST-EMPLOYMENT DEDUCTIONS

DEDUCTION DESCRIPTION	REFERENCE / RATE	DEDUCTION AMOUNT (\$)
Federal Income Tax Withholding		
State / Local Income Tax		
FICA (Social Security & Medicare)		
Executive Benefit Plan Clawbacks / Reclaim		
Other Voluntary / Agreed Deductions		
Total Deductions		

3. NET EXECUTIVE PAYOUT SUMMARY

Total Gross Payment (Section 1)	
Less: Total Deductions (Section 2)	
NET GOLDEN HANDSHAKE DISBURSEMENT	

SPECIAL PROVISIONS & PAYMENT INSTRUCTIONS

[Empty dashed box for special provisions and payment instructions]

Departing Executive Signature

Date:

Authorized Company Representative / CFO

Date: