

(Note: Comments are noted in italics.)

GENERAL RELEASE

For and in consideration of the sum of, (less necessary deductions), I hereby resign my employment and I also remise, release and forever discharge (Municipality), and its officers, councillors, insurers and employees (collectively referred to as the "Employer"), from any and all cause or causes of action, suits, debts, sums of money, dues, expenses, general damages, special damages, costs, legal fees, claims and demands of any and every kind and nature whatsoever, at law or in equity, which against the Employer, I ever had, now have or which my respective heirs, executors, administrators, successors or assigns hereafter can, shall or may have, for or by reason of any matter, cause or thing whatsoever connected with my employment with the Employer and, in particular, but without in any way restricting the generality of the foregoing, arising out of the resignation/termination of my employment.

I agree that this release is intended to cover any possible claim I might have under the *Employment Standards Code*, including (without limitation) outstanding remuneration, earnings, termination pay, severance pay and pay in lieu of notice.

I agree that the payment by the Employer is intended to satisfy any complaint I might have against the Employer under the *Human Rights, Citizenship and Multiculturalism Act*, and I agree not to file any such complaint.

I hereby waive any rights I might have under Section 206 of the *Municipal Government Act*.

I further acknowledge that I have had the opportunity to receive independent advice in respect of this settlement and that I have formed my own judgement on the facts and circumstances and have in no way relied upon any representations or promises by the Employer. I recognize that this Release is a full and final release of all claims that I may have against the Employer, subject only to the limitations noted above.

I agree to keep the terms of this settlement and release in the strictest confidence and not to disclose to anyone the terms of settlement except as required by law or government compulsion.

IN WITNESS WHEREOF, I, _____, have duly executed this Release, this ____ day of _____, 20____.

SIGNED, SEALED AND DELIVERED)
In the presence of:)
)
)
_____))
Witness as to the signature of) *[Name]*
[Name])

This is a very simple release. It is here as an example to allow CAO's to consider the style.