

Date: [Insert Date]

To: [Employee Name]

Employee ID: [Insert ID]

Position: [Insert Job Title]

Subject: Acceptance of Resignation and Mutual Separation Agreement

Dear [Employee Name],

This letter serves as formal notification that [Company Name] has received and accepted your resignation dated [Insert Date of Resignation Letter]. Following our recent discussions, both parties have mutually agreed to terminate the employment relationship.

Your final day of employment with the company will be [Insert Last Working Date].

Terms of Separation:

- **Final Salary:** Your final paycheck, including all hours worked up to the separation date, will be paid on [Insert Date].
- **Leave Encashment:** Any accrued but unused vacation days will be paid out in accordance with company policy.
- **Benefits:** Your health insurance and other company benefits will remain active until [Insert Expiry Date]. Information regarding COBRA or benefit conversion will be sent separately.
- **Company Property:** Please return all company assets (laptop, keys, ID badge, credit cards) to the HR department by [Insert Date/Time].

Confidentiality and Non-Disparagement:

You are reminded of your continuing obligations regarding the confidentiality of company information as per your employment contract. Both parties agree to refrain from making disparaging remarks regarding the other following this separation.

We thank you for your contributions to [Company Name] and wish you the best in your future endeavors.

Sincerely,

[Signature]

[Name of Authorized Representative]

[Title]

[Company Name]

Acknowledgment:

I, [Employee Name], acknowledge and agree to the terms of this mutual separation.

Signature: _____ Date: _____