

Date: [Insert Date]

To: [Employee Name]
[Employee Address]

Subject: Mutual Separation Agreement

Dear [Employee Name],

This letter confirms the agreement between [Company Name] (the "Company") and [Employee Name] (the "Employee") regarding the mutual termination of the employment relationship, effective [Last Working Date].

The parties have mutually agreed to the following terms:

- 1. Termination Date:** The Employee's final day of employment will be [Date].
- 2. Compensation and Benefits:** The Company shall pay the Employee a total separation sum of [Amount], subject to applicable tax withholdings. This includes [List items such as notice pay, unused leave, or ex-gratia payments]. Final payment will be disbursed on [Payment Date].
- 3. Company Property:** The Employee agrees to return all company-owned equipment, including laptops, keys, ID badges, and documents, by [Date].
- 4. Confidentiality and Non-Disparagement:** The Employee agrees to maintain the confidentiality of all proprietary company information. Both parties agree to refrain from making any disparaging remarks about the other.
- 5. Full and Final Settlement:** This agreement serves as a full and final settlement of all claims, known or unknown, arising out of the employment relationship or its termination.
- 6. Governing Law:** This agreement shall be governed by the laws of [State/Country].

By signing below, both parties acknowledge they have read, understood, and voluntarily accepted the terms of this mutual separation.

For and on behalf of **[Company Name]**:

[Authorized Name & Title]

Date: [Date]

Accepted and agreed by **[Employee Name]**:

[Employee Signature]

Date: [Date]