

Date: [Insert Date]

[Employee Name]
[Employee Address]
[City, State, Zip Code]

[Employer Name / Company Name]
[Company Address]
[City, State, Zip Code]

Subject: Mutual Agreement to Terminate Employment Contract

Dear [Name of Recipient],

This letter serves to formally confirm the mutual agreement between **[Company Name]** and **[Employee Name]** to terminate the employment contract dated [Original Start Date].

Both parties have agreed that the final date of employment will be **[Last Working Date]**. This separation is amicable and based on a mutual decision that it is in the best interest of both parties to conclude the professional relationship at this time.

Terms of Separation:

- **Final Compensation:** The Employee will receive their final paycheck on [Date], including all hours worked up to the termination date and accrued vacation time, subject to standard withholdings.
- **Severance:** [Optional: Detail any agreed-upon severance pay or state "Not Applicable"].
- **Benefits:** Health insurance and other company benefits will conclude on [Date]. Information regarding COBRA or benefit extensions will be provided separately.
- **Company Property:** The Employee agrees to return all company property, including laptops, keys, and badges, by [Date].
- **Confidentiality:** Both parties reaffirm their commitment to the non-disclosure and confidentiality clauses outlined in the original employment contract.

By signing this letter, both the Employer and the Employee release each other from any further obligations or claims arising from the employment relationship, effective as of the final date of employment.

We thank you for your contributions to the company and wish you success in your future endeavors.

Sincerely,

[Name of Company Representative]

[Title]

[Company Name]

Acknowledgment and Agreement:

[Employee Name]

Date: _____