

MUTUAL SEPARATION AGREEMENT

Date: [Insert Date]

Between:

[Company Name], located at [Company Address] (the "Employer")

And:

[Employee Name], residing at [Employee Address] (the "Employee")

1. Termination of Employment

The Employer and Employee mutually agree to terminate the employment relationship effective [Last Working Day Date] (the "Separation Date").

2. Final Compensation

The Employer shall pay the Employee their final salary up to the Separation Date, including any accrued but unused vacation time, less standard tax withholdings.

3. Severance Consideration

In exchange for signing this agreement, the Employer agrees to pay the Employee a severance amount of [Amount/Number of Weeks]. This payment is contingent upon the Employee not revoking this agreement.

4. Mutual Release of Claims

Both parties hereby release and forever discharge each other from any and all claims, complaints, or causes of action arising out of the employment relationship or its termination.

5. Confidentiality and Non-Disparagement

The Employee agrees to keep the terms of this agreement confidential and agrees not to make any negative or disparaging comments regarding the Employer. The Employer likewise agrees to provide a neutral reference to future employers.

6. Return of Property

The Employee agrees to return all company property, including keys, laptops, badges, and documents, on or before the Separation Date.

7. Governing Law

This agreement shall be governed by the laws of [State/Country].

Signatures:

[Authorized Representative Name]
On behalf of [Company Name]

[Employee Name]

Date: _____