

**PRIVATE AND CONFIDENTIAL**

Date: [Insert Date]

[Executive Name]

[Home Address]

[City, State, Zip Code]

**Subject: Separation of Employment by Mutual Agreement**

Dear [Executive Name],

This letter confirms the agreement between you and [Company Name] (the "Company") regarding your departure from your position as [Executive Job Title]. Both parties have mutually agreed that your employment will conclude effective [End Date] (the "Separation Date").

The terms of this mutual separation are as follows:

- 1. Final Compensation:** You will receive your base salary and any accrued but unused vacation time up to and including the Separation Date, subject to standard withholdings.
- 2. Separation Benefits:** Provided you sign and do not revoke the attached Separation Agreement and General Release, the Company will provide you with [Insert Severance Details, e.g., six months of base salary, bonus eligibility, or outplacement services].
- 3. Benefits and Equity:** Your participation in the Company's health and welfare plans will end on [Date]. Details regarding COBRA enrollment and the status of any vested [Stock Options/RSUs] are outlined in the attached summary.
- 4. Confidentiality and Non-Disparagement:** You acknowledge your ongoing obligations regarding the Company's proprietary information. Furthermore, both you and the Company agree to refrain from making any disparaging remarks regarding the other party.
- 5. Return of Property:** You agree to return all Company property, including laptop, mobile devices, access cards, and company files, no later than [Date].

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

Sincerely,

[Name of Company Representative]

[Title]

[Company Name]

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**Acknowledgment and Acceptance:**

I, [Executive Name], hereby accept the terms of this mutual separation as outlined above.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_