

Date: [Insert Date]

To: [Employee Name]

Address: [Employee Address]

Subject: Mutual Separation Agreement and Release

Dear [Employee Name],

This letter sets forth the terms of the agreement regarding the mutual separation of your employment with [Company Name] (the "Company") effective [Separation Date] (the "Separation Date").

1. Termination of Employment: Your employment will conclude on the Separation Date by mutual agreement. Both parties agree that this separation is amicable.

2. Severance Payment: In exchange for signing this agreement and adhering to its terms, the Company agrees to pay you a gross severance amount of \$[Amount], subject to required tax withholdings. This payment will be made within [Number] days following the effective date of this agreement.

3. Final Salary and Benefits: You will receive your final salary up to the Separation Date, along with payment for any accrued but unused vacation time, regardless of whether you sign this agreement. Your participation in company benefit plans will cease on [Date].

4. Release of Claims: In consideration of the severance payment, you hereby release the Company from any and all claims, liabilities, or causes of action arising out of your employment or its termination, to the extent permitted by law.

5. Confidentiality and Non-Disparagement: You agree to keep the terms of this agreement confidential and refrain from making any disparaging remarks regarding the Company, its products, or its employees. The Company also agrees to direct its management not to disparage you.

6. Company Property: You agree to return all Company property, including laptops, keys, and documents, by [Date].

7. Entire Agreement: This document constitutes the entire agreement between you and the Company regarding your separation.

Please review this document carefully. If you agree to these terms, please sign and return this letter by [Deadline Date].

Sincerely,

[Name of Company Representative]
[Title]
[Company Name]

Acknowledgment and Acceptance:

I, [Employee Name], accept the terms set forth in this Mutual Separation Agreement.

Signature: _____ Date: _____