

**Date:** [Insert Date]

**To:** [Employee Name]

**Address:** [Employee Address]

**Subject: Mutual Separation Agreement and Release**

Dear [Employee Name],

This letter sets forth the terms and conditions regarding the mutual agreement between [Company Name] (the "Company") and yourself to terminate your employment relationship effective [Last Working Day Date] (the "Separation Date").

- 1. Termination of Employment:** Your employment will conclude by mutual consent on the Separation Date. After this date, you will no longer represent the Company in any capacity.
- 2. Final Compensation:** The Company will pay you your earned salary up to the Separation Date, plus any accrued but unused vacation time, less applicable tax withholdings.
- 3. Separation Payment:** Subject to your signing and not revoking this agreement, the Company agrees to pay you a discretionary separation sum of [Amount/Number of Weeks' Pay]. This payment will be made within [Number] days of the Separation Date.
- 4. Confidentiality:** You agree to keep the terms and existence of this agreement strictly confidential. Furthermore, you reaffirm your ongoing obligation to protect the Company's proprietary information, trade secrets, and client data acquired during your employment. You shall not disclose such information to any third party.
- 5. Non-Disparagement:** Both parties agree not to make any negative, derogatory, or defamatory statements, whether written or oral, regarding the other party, its officers, or its employees.
- 6. Return of Property:** You agree to return all Company property, including but not limited to laptops, keys, ID badges, and any documents containing confidential information, on or before the Separation Date.
- 7. Release of Claims:** In exchange for the benefits provided in this agreement, you hereby release the Company from any and all claims, demands, or causes of action arising out of your employment or its termination.
- 8. Entire Agreement:** This document constitutes the entire agreement between you and the Company and supersedes any prior verbal or written understandings.

Please sign below to indicate your acceptance of these terms.

Sincerely,

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

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**Employee Acceptance:**

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

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