

AMICABLE RESIGNATION AND MUTUAL SEPARATION AGREEMENT

Date: [Insert Date]

Between:

Employer: [Company Name]

Representative: [Manager Name/HR Representative]

And:

Employee: [Employee Name]

Position: [Job Title]

1. Resignation and Last Day

The Employee hereby submits their resignation, and both parties mutually agree that the employment relationship will conclude on [Last Working Day Date] (the "Separation Date").

2. Mutual Release

Both the Employer and the Employee agree that this separation is amicable. Both parties hereby release each other from any further claims, liabilities, or obligations, except for those specifically outlined in this agreement or mandated by law.

3. Compensation and Benefits

The Employer shall pay the Employee their final salary, including any accrued but unused vacation days, up to and including the Separation Date. [Optional: Mention any agreed-upon severance or bonus here].

4. Return of Property

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

5. Confidentiality and Non-Disparagement

The Employee agrees to maintain the confidentiality of proprietary company information. Both parties agree to refrain from making negative or disparaging remarks about each other following the separation.

6. References

The Employer agrees to provide a neutral or positive reference for the Employee upon request, confirming dates of employment and position held.

Signatures:

[Employee Name]

Date:

[Authorized Representative Name]

On behalf of [Company Name]

Date: