

PRIVATE AND CONFIDENTIAL

Date: [Insert Date]

To: [Employee Name]

Employee ID: [Insert ID]

Address: [Insert Address]

Subject: Mutual Separation Agreement due to Corporate Restructuring

Dear [Employee Name],

Following our recent discussions regarding the ongoing corporate restructuring within [Company Name], this letter serves to formally document the agreement reached between you and the Company for a mutual separation of employment.

The terms and conditions of this separation are as follows:

1. **Last Date of Employment:** Your final day of employment with the Company will be [Insert Date].
2. **Financial Compensation:** In consideration of this mutual agreement, the Company will pay you a separation sum of [Insert Amount], subject to applicable statutory deductions. This payment consists of:
 - [Insert number] months of salary as ex-gratia payment.
 - Payment in lieu of unutilized annual leave (if applicable).
 - [Insert other specific payments].
3. **Final Salary and Benefits:** Your final month's salary and any outstanding expenses will be paid on or before [Insert Date]. Your participation in company benefit programs will cease on [Insert Date].
4. **Full and Final Settlement:** You agree that the payments mentioned above constitute full and final settlement of all claims against the Company arising out of your employment or its termination.
5. **Confidentiality and Non-Disparagement:** You agree to maintain the confidentiality of all trade secrets and proprietary information. Both parties agree to refrain from making negative or disparaging remarks about each other.
6. **Company Property:** You agree to return all company property, including laptops, keys, ID badges, and documents, by [Insert Date].

Please indicate your acceptance of these terms by signing and returning a copy of this letter by [Insert Expiry Date].

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

Yours sincerely,

[Authorized Signature]
[Name of Representative]
[Job Title]
[Company Name]

Acknowledgment and Acceptance:

I, [Employee Name], hereby accept the terms and conditions of the mutual separation as set out in this letter.

Signature: _____

Date: _____