

Date: [Insert Date]

To: [Employee Name]

Employee ID: [Insert ID]

Subject: Mutual Separation and Severance Agreement

Dear [Employee Name],

This letter sets forth the terms and conditions regarding the mutual agreement to terminate your employment with [Company Name] (the "Company") effective [End Date] (the "Separation Date").

1. Separation of Employment

Both parties have mutually agreed to terminate the employment relationship. Your final salary and accrued vacation pay will be paid on [Date] via [Payment Method].

2. Severance Payment

In exchange for your agreement to the terms herein, the Company will provide a severance payment of [Amount/Number of Weeks]. This payment is subject to applicable tax withholdings and will be paid within [Number] days of the signing of this agreement.

3. Benefits and Insurance

Your health insurance coverage will continue through [Date]. You will receive separate information regarding COBRA/continuation coverage options.

4. Release of Claims

By signing this agreement, you agree to release the Company from any and all claims, liabilities, or causes of action arising out of your employment or the termination thereof.

5. Confidentiality and Company Property

You agree to maintain the confidentiality of Company information. You must return all Company property (keys, laptop, ID badges) by [Date].

6. Non-Disparagement

Both parties agree not to make any negative or disparaging remarks about the other following the execution of this agreement.

Please review this document carefully. To accept these terms, please sign and return this letter by [Deadline Date].

Sincerely,

[Name of Authorized Representative]

[Title]

[Company Name]

Acknowledgment and Acceptance:

I, [Employee Name], hereby accept the terms of this Mutual Separation Agreement.

Signature: _____ Date: _____