

CONFIDENTIAL

[Date]

[Executive Name]

[Home Address]

[City, State, Zip Code]

Subject: Mutual Executive Separation and Severance Agreement

Dear [Executive Name],

This letter sets forth the terms of the mutual agreement regarding your separation from [Company Name] (the "Company").

1. Separation Date: Your employment with the Company will officially terminate on [Date] (the "Separation Date"). Effective as of the Separation Date, you hereby resign from your position as [Job Title] and from all other offices, directorships, or fiduciary capacities held with the Company.

2. Severance Payment: Provided you sign and do not revoke this Agreement, the Company will provide the following severance package:

- A lump sum payment of \$[Amount], less applicable withholdings.
- Continued health insurance coverage under COBRA for a period of [Number] months.
- [Optional: Bonus or Equity details].

3. Release of Claims: In exchange for the consideration provided in this Agreement, you agree to waive and release the Company from any and all claims, liabilities, or causes of action arising out of your employment or the termination of your employment, to the extent permitted by law.

4. Confidentiality and Non-Disparagement: You agree to maintain the confidentiality of all proprietary Company information. Furthermore, both you and the Company agree to refrain from making any defamatory or disparaging remarks about the other party.

5. Return of Property: On or before the Separation Date, you agree to return all Company property, including laptops, keys, credit cards, and electronic data.

6. Governing Law: This Agreement shall be governed by and construed in accordance with the laws of the State of [State Name].

Please review this document carefully. You have [Number] days to consider this offer. To accept, please sign and return this letter by [Deadline Date].

Sincerely,

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

Agreed and Accepted:

[Executive Name]

Date: _____