Date: [Insert Date]

To: [Employee Name]
Employee ID: [Insert ID]

Subject: Mutual Separation Agreement and Release of Claims

Dear [Employee Name],

This letter sets forth the terms of the agreement regarding your mutual separation from [Company Name] (the "Company"), effective [Last Working Day Date] (the "Separation Date").

1. Separation of Employment: Your employment will terminate on the Separation Date by mutual consent. You will receive your final salary and accrued vacation pay up to this date, regardless of whether you sign this agreement.

2. Severance Payment: In exchange for signing this agreement and complying with its terms, the Company agrees to pay you a gross severance amount of $[Amount], less applicable tax withholdings. This payment will be made within [Number] days after the effective date of this agreement.

3. Non-Compete Clause: For a period of [Number] months following the Separation Date, you agree not to, directly or indirectly, engage in any business, or provide services to any entity, that competes directly with the business of [Company Name] within [Geographic Area].

4. Non-Solicitation and Confidentiality: You agree not to solicit Company clients or employees for a period of [Number] months. You further agree to maintain the strict confidentiality of all proprietary company information and trade secrets.

5. Release of Claims: By signing this letter, you waive and release the Company from any and all claims, demands, or causes of action related to your employment or the termination of your employment.

6. Return of Property: You agree to return all Company property, including laptops, keys, and documents, on or before the Separation Date.

Please review this document carefully. If you agree to 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 and conditions set forth in this Mutual Separation Agreement.

Signature: _____ Date: _____