

Date: [Insert Date]

To: [Employee Name]

Address: [Employee Address]

Subject: Mutual Separation Agreement and General Release

Dear [Employee Name],

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

1. Separation Date: Your last day of employment will be [Date] (the "Separation Date").

2. Mutual Agreement: Both parties agree that this separation is mutual. Your employment will terminate on the Separation Date, and you will receive your final prorated salary and accrued vacation pay, less applicable taxes, regardless of whether you sign this agreement.

3. Severance Payment: Provided that you sign, return, and do not revoke this agreement, the Company will provide you with a severance payment of [Amount/Number of Weeks' Pay]. This payment will be made in [a lump sum / installments] starting on the first payroll cycle following the effective date of this agreement.

4. Benefits and COBRA: Your participation in Company benefit plans will end on [Date]. You will receive separate information regarding your right to continue health coverage under COBRA.

5. Release of Claims: In exchange for the severance payment, you hereby release and forever discharge the Company, its officers, and employees from any and all claims, liabilities, or causes of action arising out of your employment or the termination of your employment, including but not limited to claims for discrimination, breach of contract, or wrongful discharge.

6. Confidentiality and Non-Disparagement: You agree to keep the terms of this agreement confidential. You further agree not to make any disparaging remarks about the Company. The Company agrees to direct its management not to disparage you.

7. Return of Property: You agree to return all Company property, including keys, laptops, credit cards, and proprietary documents, by the Separation Date.

8. Review Period: You have [Number] days to consider this agreement. You are advised to consult with an attorney before signing.

Please indicate your acceptance of these terms by signing below.

Sincerely,

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

Acknowledgment and Signature:

I accept the terms set forth in this Mutual Separation and Release Agreement.

Signature: _____ Date: _____

[Employee Name]