

[Company Name]  
[Address]  
[City, State, Zip Code]

[Date]

[Employee Name]  
[Employee Address]  
[City, State, Zip Code]

**Subject: Separation Agreement and General Release**

Dear [Employee Name],

As discussed, following the merger/acquisition between [Company A] and [Company B], we have mutually agreed to terminate your employment relationship effective [Termination Date]. This letter outlines the terms of your severance package.

**1. Severance Payment**

The Company will pay you a gross amount of \$[Amount], subject to standard tax withholdings. This payment will be made within [Number] days of the effective date of this agreement.

**2. Benefits and COBRA**

Your health benefits will continue through [Date]. After this date, you will receive information regarding your right to continue coverage under COBRA at your own expense.

**3. Unused Vacation**

You will be paid for all accrued but unused vacation time, totaling [Number] hours, in your final paycheck.

**4. Mutual Release of Claims**

By signing this agreement, you agree to release the Company from any and all claims, known or unknown, arising out of your employment or the merger/acquisition. In return, the Company agrees to provide the compensation listed above which it is not otherwise obligated to provide.

**5. Confidentiality and Non-Disparagement**

You agree to keep the terms of this agreement confidential and refrain from making any disparaging remarks about the Company, its successors, or its employees.

**6. Return of Property**

You agree to return all company-owned equipment, keys, and documents by [Date].

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]

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**Acceptance:**

I, [Employee Name], hereby accept the terms of this Mutual Agreement Merger and Acquisition Severance Letter.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_