

**Date:** [Insert Date]

**To:** [Employee Name]

**Employee ID:** [Insert ID]

**Position:** [Insert Job Title]

**Subject: Agreement for Mutual Separation and Early Retirement**

Dear [Employee Name],

This letter serves to formally confirm the agreement between [Company Name] (the "Company") and [Employee Name] (the "Employee") regarding your voluntary early retirement and mutual separation from employment.

The terms of this agreement are as follows:

- **Separation Date:** Your last day of employment will be [Insert Last Date].
- **Retirement Status:** Your departure will be recorded as a voluntary early retirement.
- **Severance/Retirement Package:** The Company will provide a lump sum payment of [Insert Amount] (subject to statutory deductions) as part of the early retirement incentive.
- **Final Benefits:** You will receive payment for all accrued but unused vacation days up to the Separation Date. Medical insurance coverage will continue until [Insert Date].
- **Company Property:** You agree to return all company assets, including laptops, keys, and access cards, on or before your final day.
- **Confidentiality:** You agree to maintain the confidentiality of all proprietary company information and the terms of this specific agreement.
- **Release of Claims:** By signing this letter, both parties agree to release each other from any further claims or liabilities arising from the employment relationship.

Please review this document carefully. If you agree to these terms, please sign and return this letter by [Insert Deadline Date].

We thank you for your years of service and wish you the best in your retirement.

Sincerely,

[Signature]

[Name of Authorized Representative]

[Title]

[Company Name]

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**Acknowledgment and Acceptance:**

I, [Employee Name], hereby accept the terms of this Mutual Separation and Early Retirement agreement.

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

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