

**Date:** [Date]

**To:** [Employee Name]

**Employee ID:** [Employee ID]

**Subject: Mutual Agreement for Early Termination of Employment**

Dear [Employee Name],

This letter confirms the mutual agreement between [Company Name] (the "Company") and [Employee Name] (the "Employee") to terminate the employment relationship effective [Last Working Day Date] (the "Termination Date").

**1. Severance Payment:**

The Company agrees to pay the Employee a gross severance amount of \$[Amount]. This payment is subject to standard payroll deductions and withholdings. Payment will be issued on [Date/Payment Schedule].

**2. Final Salary and Benefits:**

The Employee will receive their final salary payment up to the Termination Date, including payment for any accrued but unused vacation days, on the next scheduled payday.

**3. Company Property:**

The Employee agrees to return all company property (laptop, keys, ID badges, etc.) no later than [Date].

**4. Confidentiality and Non-Disparagement:**

Both parties agree to maintain the confidentiality of company trade secrets and agree not to make disparaging remarks about the other party following this termination.

**5. Release of Claims:**

By signing this agreement, the Employee waives and releases the Company from any and all claims, known or unknown, arising out of the employment relationship or its termination.

Please sign below to indicate your acceptance of these terms.

**For the Company:**

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[Name and Title]

**For the Employee:**

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[Employee Signature]

**Date Signed:** \_\_\_\_\_