

Date: [Date]

To: [Employee Name]

Employee ID: [ID Number]

Subject: Mutual Separation and Severance Agreement

Dear [Employee Name],

This letter confirms the agreement between [Company Name] (the "Company") and [Employee Name] (the "Employee") regarding the mutual termination of the employment relationship, effective [Last Working Day].

- 1. Separation Terms:** Both parties have voluntarily agreed to part ways. This separation is mutual and does not constitute a termination for cause or a unilateral resignation.
- 2. Severance Payment:** In exchange for signing this agreement and adhering to its terms, the Company agrees to pay the Employee a severance amount of [Amount], less applicable taxes and withholdings. This payment will be made on [Date/Payment Schedule].
- 3. Benefits and Final Salary:** The Employee will receive their final salary earned up to the effective date, along with payment for any accrued but unused vacation time, as required by law. All company-provided benefits will cease on [Date].
- 4. Release of Claims:** By signing this letter, the Employee agrees to release the Company from any and all claims, liabilities, or causes of action related to their employment or the separation thereof.
- 5. Confidentiality and Non-Disparagement:** The Employee agrees to keep the terms of this agreement confidential and refrain from making any negative or disparaging comments regarding the Company, its clients, or its employees.
- 6. Return of Property:** The Employee confirms they have returned or will return all company property, including laptops, keys, ID badges, and proprietary data, by [Date].

Please sign below to indicate your acceptance of these terms.

Sincerely,

[Name of Company Representative]

[Title]

[Company Name]

Employee Acceptance:

I, [Employee Name], hereby accept the terms of this Mutual Separation Agreement.

Signature: _____ Date: _____