

STRICTLY CONFIDENTIAL

Date: [Insert Date]

To: [Employee Name]
[Employee Address]

Subject: Mutual Separation and Severance Agreement

Dear [Employee Name],

This letter sets forth the terms of the mutual agreement regarding your separation from employment with [Company Name] (the "Company"), effective [Last Working Day Date] (the "Separation Date").

- 1. Separation of Employment:** Your employment will terminate by mutual consent on the Separation Date. You will receive your final salary and any accrued but unused vacation pay, less applicable withholdings, through the Separation Date regardless of whether you sign this agreement.
- 2. Severance Payment:** In exchange for your signature on this agreement and your compliance with its terms, the Company agrees to pay you a gross severance amount of \$[Amount], subject to standard tax deductions. This payment will be made within [Number] days of the effective date of this agreement.
- 3. Confidentiality:** You agree to keep the terms and existence of this agreement strictly confidential. You further agree to maintain the confidentiality of all trade secrets and proprietary information belonging to the Company.
- 4. Release of Claims:** In consideration of the severance payment, you hereby release and forever discharge the Company from any and all claims, complaints, or causes of action arising out of your employment or the termination of your employment.
- 5. Company Property:** You agree to return all Company property, including laptops, keys, ID badges, and documents, no later than the Separation Date.
- 6. Non-Disparagement:** Both parties agree not to make any disparaging or negative remarks regarding the other party to any third parties.
- 7. Entire Agreement:** This document constitutes the entire agreement between you and the Company and supersedes any prior oral or written agreements.

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

Sincerely,

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

Acknowledgment and Acceptance:

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

Signature: _____ Date: _____