

[Your Name]  
[Your Address]  
[Your Phone Number]  
[Your Email Address]

[Date]

[Manager's Name or HR Representative Name]  
[Company Name]  
[Company Address]

**Subject: Resignation and Mutual Separation Agreement**

Dear [Manager's Name],

Please accept this letter as formal notification that I am resigning from my position as [Your Job Title] at [Company Name], effective [Your Last Working Day].

Following our recent discussions, I am pleased that we have reached a mutual agreement regarding my departure. This resignation is part of an amicable separation agreement intended to ensure a smooth transition for both parties.

As discussed, the terms of our separation include the following:

- **Severance Pay:** I will receive a severance payment in the amount of [Amount/Number of weeks], subject to standard tax withholdings.
- **Benefits:** My health insurance coverage and other benefits will continue until [Date], after which I will receive information regarding COBRA or other conversion options.
- **Accrued Time:** I will be compensated for [Number] days of unused vacation/PTO in my final paycheck.
- **Reference:** The company agrees to provide a neutral reference confirming my dates of employment and position held.

In exchange for these terms, I agree to release [Company Name] from any further claims and will maintain the confidentiality of proprietary company information, as per our signed agreement.

I want to thank you for the opportunities I have had while working at [Company Name]. I wish the team continued success and will do my best to complete all outstanding tasks and handover notes before my final day.

Sincerely,

[Your Signature]

[Your Printed Name]

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**Acknowledged and Agreed:**

For [Company Name]: \_\_\_\_\_ Date: \_\_\_\_\_