

Date: [Insert Date]

To: [Employee Name]

Address: [Employee Address]

Subject: Mutual Separation Agreement and Release of Claims

Dear [Employee Name],

This letter sets forth the terms of the agreement regarding your separation from [Company Name] (the "Company"). You and the Company have mutually agreed to terminate your employment relationship effective [Last Working Day Date] (the "Separation Date").

1. Severance Payment

In exchange for signing this agreement and complying with its terms, the Company will provide you with a severance payment of \$[Amount], less applicable taxes and withholdings. This payment will be made within [Number] days following the effective date of this agreement.

2. Non-Disclosure and Confidentiality

You agree to keep the terms and existence of this agreement strictly confidential. Furthermore, you reaffirm your ongoing obligation to protect the Company's proprietary information, trade secrets, and intellectual property. You may not disclose any non-public information acquired during your employment to any third party.

3. Non-Disparagement

Both you and the Company agree not to make any written or oral statements that are defamatory, derogatory, or intended to damage the reputation of the other party.

4. Release of Claims

By signing this letter, you waive and release the Company from any and all claims, liabilities, or causes of action arising out of your employment or the termination of your employment, whether known or unknown, up to the date of this agreement.

5. Return of Property

You agree to return all Company property, including keys, badges, laptops, and any documents containing confidential information, by [Date].

6. Entire Agreement

This document constitutes the entire agreement between you and the Company regarding your separation and supersedes any prior agreements or understandings.

Please review this letter carefully. To accept these terms, please sign and return this letter by [Deadline Date].

Sincerely,

[Your Name]
[Your Title]
[Company Name]

Acknowledgment and Acceptance:

I have read, understood, and voluntarily accept the terms of this Mutual Separation Agreement.

Signature: _____ Date: _____