

**Date:** [Insert Date]

**To:** [Employee Name]

**Subject:** Mutual Separation Agreement - Department Restructure

Dear [Employee Name],

Following our recent discussions regarding the restructuring of the [Department Name] department, this letter outlines the terms of your mutual separation from [Company Name].

### **1. Separation Date**

Your last day of employment will be [Date]. On this date, your employment relationship with the company will end by mutual agreement.

### **2. Severance Payment**

In consideration for signing this agreement, the Company will provide you with a severance payment of \$[Amount], less applicable tax withholdings. This payment will be made within [Number] days of the Separation Date.

### **3. Benefits and Final Pay**

You will receive your regular salary and payment for any accrued but unused vacation time up to the Separation Date. Your health insurance coverage will continue until [Date], after which you will receive information regarding [COBRA/Other Benefit] options.

### **4. Company Property**

You agree to return all company property, including laptops, keys, and badges, by [Date].

### **5. Confidentiality and Release of Claims**

By signing this letter, you agree to maintain the confidentiality of proprietary company information. Furthermore, you agree to release the Company from any and all claims related to your employment and separation.

### **6. Acceptance**

Please sign and return this letter by [Date] to indicate your acceptance of these terms.

We thank you for your contributions to the team and wish you success in your future endeavors.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

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**Employee Acceptance:**

I, [Employee Name], accept the terms of the mutual separation as outlined above.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_