

Date: [Insert Date]

To: [Employee Name]

Employee ID: [Insert ID]

Position: [Insert Job Title]

Subject: Mutual Separation Agreement and Severance Package

Dear [Employee Name],

This letter serves to confirm the agreement reached between [Company Name] (the "Company") and yourself regarding the early termination of your fixed-term employment contract, which was originally scheduled to end on [Original End Date].

Through mutual discussion, both parties have agreed that your employment will conclude on **[Last Working Day]** (the "Separation Date").

In consideration of this mutual separation, the Company agrees to provide you with the following severance package, subject to your signing of this agreement:

- **Severance Payment:** A lump sum payment of [Amount], less applicable tax withholdings.
- **Final Salary:** Payment of your regular salary up to and including the Separation Date.
- **Unused Leave:** Payout of [Number] days of accrued but unused annual leave.
- **Benefits:** Medical and other benefits will cease on [Date].

By signing this letter, you agree to waive any further claims against the Company arising from your employment or its termination. You also agree to maintain confidentiality regarding Company proprietary information and the terms of this agreement.

Please return all company property (laptop, keys, ID badge) by the Separation Date.

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

Sincerely,

[Name of Manager/HR Representative]

[Title]

[Company Name]

Acknowledgment and Acceptance:

I, [Employee Name], hereby accept the terms of this mutual separation and severance agreement.

Signature: _____ Date: _____