

[Company Letterhead]

[Date]

[Employee Name]

[Employee Address]

[City, State, Zip Code]

**Subject: Mutual Separation Agreement during Probationary Period**

Dear [Employee Name],

This letter confirms the mutual agreement between [Company Name] and yourself to terminate your employment effective [Last Working Day Date]. Both parties have agreed that this separation is in their respective best interests.

**1. Final Salary and Benefits**

You will receive your regular wages earned up to your final date of employment, including any accrued but unused vacation time, on [Date of Final Pay]. Your company-provided benefits will cease on [Date].

**2. Severance Payment**

Although not required by your employment contract during the probationary period, the Company agrees to pay you a discretionary severance amount of [Amount] (subject to applicable taxes and withholdings). This payment is contingent upon the signing and return of this agreement.

**3. Mutual Release**

By signing this letter, both you and [Company Name] agree to release each other from any claims, liabilities, or demands arising from your employment or its termination, to the extent permitted by law.

**4. Confidentiality and Property**

You reaffirm your commitment to maintaining the confidentiality of proprietary company information. Please return all company property (laptop, keys, ID badge) by [Date].

**5. Neutral Reference**

The Company agrees to provide a neutral reference to future employers, confirming only your dates of employment and job title.

Please sign and return a copy of this letter by [Deadline Date] to signify your acceptance of these terms.

We wish you the best in your future endeavors.

Sincerely,

[Name of Manager/HR Representative]  
[Title]  
[Company Name]

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**Acknowledgment and Acceptance:**

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

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