

Date: [Insert Date]

To: [Employee Name]

Employee ID: [Insert ID]

Subject: Mutual Separation Agreement During Probation Period

Dear [Employee Name],

This letter confirms the mutual agreement between [Company Name] and yourself to terminate your employment contract, effective [Last Working Day Date].

Although you are currently within your probation period, both parties have agreed that this separation is in the best interest of both the company and your professional career. By signing this letter, both parties agree to waive the standard notice period required by the employment contract.

Severance and Final Settlement:

- **Severance Payment:** The Company agrees to pay you a discretionary severance amount of [Insert Amount/Weeks of Pay].
- **Final Salary:** You will be paid your salary earned up to and including your final date of employment.
- **Unused Leave:** You will receive payment for any accrued but unused annual leave, if applicable.

All payments are subject to standard statutory deductions and will be paid on [Insert Date] via [Insert Payment Method].

Confidentiality and Property:

You remain bound by the confidentiality and non-disclosure obligations set out in your employment contract. Please return all company property, including laptops, keys, and access badges, by [Insert Time/Date].

Release:

By signing this agreement, you agree to release [Company Name] from any and all claims or liabilities arising from your employment or its termination.

Please sign below to indicate your acceptance of these terms.

Sincerely,

[Name of Authorized Signatory]

[Title]

[Company Name]

Acknowledgment and Acceptance:

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

Signature: _____ Date: _____