

[Company Letterhead]

[Date]

[Employee Name]

[Employee Address]

[City, State, Zip Code]

**Subject: Agreement on Mutual Separation of Employment**

Dear [Employee Name],

This letter confirms the mutual agreement between [Company Name] (the "Company") and [Employee Name] (the "Employee") regarding the separation of your employment effective [Last Working Day Date] (the "Separation Date").

The terms of this mutual separation are as follows:

1. **Final Salary and Benefits:** You will receive your regular salary and accrued benefits, including unused vacation days, up to and including the Separation Date, subject to standard tax withholdings.
2. **Severance Payment:** In consideration of your signing this agreement, the Company will provide a lump sum severance payment of [Amount], payable on the next regular payroll cycle following the Separation Date.
3. **Outplacement Services:** To assist in your career transition, the Company will provide you with professional outplacement services through [Name of Outplacement Firm]. These services will be available for a period of [Number] months starting from [Start Date] and include career coaching, resume writing, and job search support.
4. **Company Property:** You agree to return all company property, including laptops, keys, ID badges, and confidential documents, by the Separation Date.
5. **Confidentiality and Non-Disparagement:** Both parties agree to maintain the confidentiality of the terms of this agreement. You agree to refrain from making any disparaging remarks regarding the Company, its employees, or its operations.
6. **Release of Claims:** By signing this agreement, you waive and release the Company from any and all claims, demands, or causes of action related to your employment or its termination.

Please review this document carefully. If you agree to these terms, please sign and return a copy of this letter by [Deadline Date].

We thank you for your contributions to [Company Name] and wish you success in your future endeavors.

Sincerely,

[Signature]

[Name of Authorized Representative]

[Title]

[Company Name]

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**Acknowledgment and Acceptance:**

I, [Employee Name], hereby accept the terms and conditions of this Mutual Separation Agreement as outlined above.

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