

[Your Name/Entity Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Date]

[Recipient Name]

[Recipient Address]

[City, State, Zip Code]

RE: Letter of Intent for Mutual Separation and Shareholder Buyout

Dear [Recipient Name],

This Letter of Intent ("LOI") outlines the preliminary terms and conditions under which **[Purchaser Name]** ("Purchaser") proposes to acquire all of the shares currently held by **[Seller Name]** ("Seller") in **[Company Name]** (the "Company").

1. Share Purchase: The Purchaser intends to acquire [Number] shares of [Class of Stock] stock, representing [Percentage]% of the total issued and outstanding shares of the Company.

2. Purchase Price: The proposed aggregate purchase price for the shares shall be \$[Amount], payable as follows: [e.g., cash at closing, installment payments, etc.].

3. Mutual Separation: Upon completion of the buyout, the Seller will resign from all positions held within the Company, including but not limited to roles as a Director, Officer, and/or Employee. Both parties will execute a mutual release of all claims.

4. Confidentiality: Both parties agree to keep the terms of this LOI and all negotiations confidential, except as required by law.

5. Due Diligence: This proposal is subject to the Purchaser's completion of a satisfactory due diligence review of the Company's financial and legal records.

6. Non-Binding Nature: With the exception of the confidentiality clause, this LOI is a statement of intent only and does not constitute a legally binding agreement. A binding commitment will only exist upon the execution of a formal Share Purchase Agreement.

7. Expiration: This offer remains valid until [Date/Time].

If these terms are acceptable, please sign and return a copy of this letter.

Sincerely,

[Your Name/Signature]

Agreed and Accepted:

[Recipient Name/Signature]

Date: _____