

# Mutual Separation Settlement Agreement

This Mutual Separation Settlement Agreement ("Agreement") is entered into by and between:

- **Employee:** \_\_\_\_\_
- **Employer:** \_\_\_\_\_

Collectively referred to as the "Parties".

## 1. Background

The Parties mutually agree to terminate their employment relationship on an amicable basis, effective as of \_\_\_\_\_ ("Separation Date").

## 2. Settlement Terms

1. **Final Salary and Benefits.** Employer agrees to pay Employee all outstanding salary, benefits, and accrued leave up to the Separation Date.
2. **Separation Payment.** Employer agrees to pay Employee a separation amount of \_\_\_\_\_.
3. **Return of Property.** Employee agrees to return all company property on or before the Separation Date.
4. **Release of Claims.** Both Parties agree to release each other from any future claims arising from the employment or termination thereof.

## 3. Confidentiality

The Parties acknowledge that the terms of this Agreement and information relating to the employment shall remain confidential and not be disclosed to any third party except as required by law.

## 4. Non-Disparagement

Both Parties agree not to make any statements that may harm the reputation of the other.

## 5. Governing Law

This Agreement shall be governed by the laws of \_\_\_\_\_.

## 6. Entire Agreement

This Agreement represents the entire understanding between the Parties concerning the subject matter hereof and supersedes all prior agreements.

\_\_\_\_\_  
Employer Representative

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

\_\_\_\_\_  
Employee

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