

# **Mutual Separation Agreement Letter**

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

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

**Employee Name:** \_\_\_\_\_

**Position:** \_\_\_\_\_

**Company Name:** \_\_\_\_\_

## **1. Background**

Both parties agree that it is in their mutual best interests to separate employment. The effective date of separation shall be: \_\_\_\_\_.

## **2. Separation Terms**

The parties have agreed to the following terms:

- The Company and the Employee mutually agree to separate, effective on the above date.
- The Company shall provide the Employee with: \_\_\_\_\_
- The Employee shall return all company property and fulfill outstanding obligations by the separation date.

## **3. Settlement**

All salary, entitlements, and benefits up to the separation date will be settled as agreed upon by both parties.

## **4. General Provisions**

This Agreement constitutes the entire understanding between the parties regarding mutual separation and supersedes all prior arrangements. Both parties acknowledge that they have read and understood the contents of this Agreement.

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### **Employee Signature**

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

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### **Company Representative**

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