

Mutual Separation Agreement

Date: [Insert Date]

To: [Co-Founder Name]

[Co-Founder Address]

From: [Your Name]

[Your Address]

Subject: Mutual Separation Agreement

Dear [Co-Founder Name],

We, the undersigned co-founders of [Company Name], have discussed and mutually agreed to separate our professional relationship effective [Effective Date]. This letter serves as a formal agreement of our mutual understanding regarding our separation.

Terms of Separation:

1. Both parties agree to relinquish any operational roles and responsibilities within [Company Name] as of the effective date.
2. Each co-founder will retain ownership of their respective shares as follows: [Detail Share Distribution].
3. Any outstanding financial obligations will be settled by [Resolution Method].
4. Both parties agree to maintain confidentiality regarding proprietary information obtained during the course of our partnership.
5. This agreement serves as a full and final settlement, and both parties waive any further claims against each other.

If you agree to the terms outlined in this letter, please sign below to indicate your acceptance.

Yours sincerely,

[Your Name] [Your Title]

[Co-Founder Name] [Co-Founder Title]

Agreed and Accepted:

[Your Name] Date: _____

[Co-Founder Name] Date: _____