

# Mutual Separation Agreement

Date: [Insert Date]

To: [Employee's Name]

[Employee's Address]

Dear [Employee's Name],

This Mutual Separation Agreement ("Agreement") is entered into by and between [Company Name], a [State] Corporation, having its principal place of business at [Company Address] ("Employer"), and you, [Employee's Name] ("Employee").

## 1. Separation Terms

The parties agree that your employment with Employer will terminate effective [Separation Date].

## 2. Final Pay

You will receive your final paycheck, including all accrued vacation and unused paid time off, by the next scheduled payday.

## 3. Release of Claims

In consideration of the severance benefits provided under this Agreement, you agree to release and forever discharge Employer from all claims, liabilities, and obligations arising out of your employment and termination thereof.

## 4. Confidentiality

Both parties agree to keep the terms of this Agreement confidential and not disclose any details to third parties.

## 5. Governing Law

This Agreement shall be governed by the laws of the State of [State].

## IN WITNESS WHEREOF

The parties hereto have executed this Agreement as of the date first written above.

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[Employee's Name] - Employee

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[Company Representative Name] - Position

[Company Name]