

# Mutual Separation Agreement

Date: [Insert Date]

From:

[Freelancer's Name]

[Freelancer's Address]

[City, State, ZIP Code]

[Email Address]

To:

[Client's Name]

[Client's Company Name]

[Client's Address]

[City, State, ZIP Code]

## **Subject: Mutual Separation Agreement**

Dear [Client's Name],

We hereby mutually agree to terminate our freelance relationship as of [Termination Date]. This decision has been reached amicably and in consideration of the current circumstances.

### **Terms of Separation:**

1. All outstanding payments for services rendered up to the termination date shall be settled by [Payment Due Date].
2. Both parties agree not to disclose any confidential information obtained during the course of our collaboration.
3. Each party releases the other from any future claims related to our working relationship.

Please confirm your agreement to the above terms by signing below.

Agreed and Accepted:

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[Freelancer's Name]

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

\_\_\_\_\_

[Client's Name]

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

Thank you for the opportunity to work together.

Sincerely,

[Freelancer's Name]