

Mutual Separation Agreement

Date: [Insert Date]

From:

[Service Provider Name]
[Service Provider Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]

To:

[Client Name]
[Client Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]

Subject: Mutual Separation Agreement

Dear [Client Name],

This letter serves as a formal agreement between [Service Provider Name] and [Client Name] regarding the mutual separation of services, effective [Effective Date].

1. Termination of Services:

Both parties agree to terminate the services currently provided under the contract dated [Contract Date].

2. Final Payments:

The final payment due to [Service Provider Name] will be settled by [Final Payment Date].

3. Confidentiality:

Both parties agree to maintain confidentiality regarding any proprietary information shared during the course of this agreement.

4. Release of Claims:

Each party releases the other from any future claims related to this agreement.

We appreciate the opportunity to have worked together and wish each other success in future endeavors.

Thank you for your understanding and cooperation.

Sincerely,

[Service Provider Name]

[Title]

[Service Provider Name]

Agreed and Accepted by:

[Client Name]

[Title]

[Client Name]