

Mutual Separation Agreement

Date: [Insert Date]

To: [Shareholder's Name]

From: [Company Name]

Dear [Shareholder's Name],

This letter serves as a formal agreement between [Company Name] and [Shareholder's Name] regarding the mutual separation from shareholding interests.

Agreement Terms

1. **Effective Date:** The separation will be effective as of [Insert Effective Date].
2. **Shareholder's Interest:** [Shareholder's Name] agrees to sell [his/her/their] shares back to the company at an agreed valuation of [Insert Valuation].
3. **Payment Terms:** The payment will be made in the following manner: [Insert Payment Terms].
4. **Confidentiality:** Both parties agree to maintain the confidentiality of this agreement.
5. **Governing Law:** This agreement shall be governed by the laws of [Insert Jurisdiction].

By signing below, both parties agree to the terms of this mutual separation agreement.

[Shareholder's Name]

Date: _____

[Authorized Signatory, Company Name]

Date: _____

Kind regards,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]