

# Mutual Separation Agreement

**Date:** [Insert Date]

**To:** [Employee's Name]

**Position:** [Employee's Position]

**Department:** [Employee's Department]

## Subject: Mutual Separation Agreement

Dear [Employee's Name],

We appreciate your contributions to [Company Name] and are grateful for the time you've spent as part of our team. After careful consideration, we have mutually agreed to separate our professional relationship effective [Separation Date].

This letter outlines the terms of our mutual separation:

- **Separation Date:** [Separation Date]
- **Final Compensation:** [Details of Final Salary and Benefits]
- **Confidentiality Agreement:** [Any confidentiality obligations]
- **Return of Company Property:** [Details regarding company property]
- **References:** [Details regarding future references]

By signing below, both parties agree to the terms outlined in this agreement.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

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**Employee's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Company Representative's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_