

Mutual Agreement on Employment Termination

Date: [Insert Date]

To: [Employee's Name]

[Employee's Address]

Dear [Employee's Name],

This letter serves as a formal mutual agreement regarding the termination of your employment with [Company Name], effective [Last Working Day, e.g., "the end of the business day on MM/DD/YYYY"].

After our discussions, it has been agreed that this decision is in the best interest of both parties. Your reasons for leaving and our circumstances have been considered, and we appreciate the contributions you have made during your tenure with us.

As per our agreement, you will receive the following upon your departure:

- Final paycheck, including any accrued vacation and overtime pay.
- Severance pay of [Amount] (if applicable).
- Continuation of benefits until [Date] (if applicable).

By signing below, both parties confirm their understanding and agreement to the terms discussed herein, and release each other from any further obligations.

Thank you for your service to [Company Name] and best wishes for your future endeavors.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Address]

[Employee's Name]

[Your Name]

Date: _____