

# Termination Letter by Mutual Agreement

Date: [Insert Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

We are writing to formally acknowledge the mutual agreement to terminate your employment with [Company Name] effective [Effective Date]. This decision was reached after discussions between both parties, and we believe it is in the best interest of everyone involved.

Please ensure that all company property is returned by your last working day. Your final paycheck will include any unpaid salary and accrued vacation days, which will be processed in accordance with our standard payroll schedule.

We appreciate your contributions during your tenure at [Company Name] and wish you the best in your future endeavors.

If you have any questions regarding your final paycheck or benefits, please do not hesitate to contact [HR Contact Name] at [HR Contact Email/Phone Number].

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Address]

[City, State, Zip Code]