

Mutual Separation and Severance Agreement

This Mutual Separation and Severance Agreement ("Agreement") is made and entered into by and between:

- **Employer:** _____
- **Employee:** _____

Effective as of: _____

1. Separation From Employment

The Employee's employment with the Employer shall terminate effective as of _____ ("Separation Date"). Both parties agree that this separation is mutual and amicable.

2. Severance Payment

Subject to the terms of this Agreement, the Employer agrees to pay the Employee a severance amount of _____, less applicable taxes and withholdings, within _____ days following the Effective Date.

3. Release of Claims

The Employee hereby releases and forever discharges the Employer from all claims, liabilities, and causes of action arising from or relating to the Employee's employment or separation from employment.

4. Confidentiality

The Employee agrees to keep the terms and contents of this Agreement confidential, except as required by law.

5. Return of Company Property

The Employee agrees to return all property belonging to the Employer, including but not limited to documents, files, keys, and equipment, on or before the Separation Date.

6. Non-Disparagement

Both parties agree not to make any disparaging statements about the other.

7. Miscellaneous

- This Agreement constitutes the entire agreement between the parties with respect to its subject matter.
- This Agreement may only be amended in writing signed by both parties.
- If any provision is found unenforceable, the remainder shall continue in effect.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the Effective Date.

Employer Signature

Date

Employee Signature

Date