**Mutual Termination Agreement**

This Mutual Termination Agreement (“Agreement”) is made and entered into on **[Date]**, by and between:

**Employer:** [Company Name], located at [Company Address] (“Employer”)  
**Employee:** [Employee Full Name], residing at [Employee Address] (“Employee”)

Collectively referred to as the **“Parties.”**

**1. Purpose**

The Parties mutually agree to terminate the employment relationship effective **[Termination Date]**. This decision is made voluntarily and amicably, without coercion, and in the best interest of both Parties.

**2. Final Compensation**

* The Employer shall pay the Employee all outstanding wages, accrued leave, and any other benefits due up to the Termination Date.
* If applicable, a **severance payment of [amount]** will be provided in accordance with company policy or law.

**3. Return of Company Property**

The Employee agrees to return all company property, including but not limited to:

* Keys, ID cards, access badges
* Laptops, mobile phones, equipment, or tools
* Documents, files, and confidential materials

All property shall be returned on or before the Termination Date.

**4. Confidentiality & Non-Disclosure**

The Employee agrees to maintain confidentiality regarding any trade secrets, client information, or proprietary data obtained during employment, in accordance with the original employment contract.

**5. Release of Claims**

The Employee agrees not to pursue any legal claims against the Employer relating to employment or termination, except where prohibited by law.

**6. Acknowledgment**

Both Parties confirm that this Agreement is entered into freely, without pressure, and that they fully understand its terms.

**7. Signatures**

**Employer**  
Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Employee**  
Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_