Mutual agreement termination acceptance

Subject: Confirmation of Mutual Employment Termination Agreement

Dear [Employee Name],

This letter confirms our mutual agreement reached on [Date] regarding the conclusion of your employment with [Company Name], effective [Date].

As discussed, this arrangement benefits both parties and allows for a smooth transition. We appreciate your cooperative approach in reaching this agreement and your commitment to ensuring project continuity during the transition period.

Per our agreement, you will receive [benefits/compensation details], and we will provide positive references highlighting your contributions to the organization. The confidentiality and non-compete clauses remain in effect as outlined in your original employment contract.

Thank you for your professional handling of this situation and your dedication to the company during your tenure.

Best regards,

[Manager Name]

[Department]

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