Agreement to end an employment contract by mutual consent

Place

Date

Employer

Name or company name

Company address

Represented by (name and role)

Employee

Full name

Date of birth

Address

Contract concerned

Position held

Start date

Type of contract

Agreed end date of the contract

The parties have discussed ending the working relationship between them and agree, by mutual consent and without pressure, to end it on the terms below.

How the discussion began

- [ ] Reflection carried out together
- [ ] Proposal from the employer
- [ ] Request from the employee

Terms of the end of the contract

1. The contract ends on the date agreed on the first page; until then, each party continues to perform its obligations.

2. The employer gives the employee their end-of-employment documents and pays on the departure date the sums owed to them.

3. Each party acknowledges having been able to read this agreement, ask questions and take time to think before signing.

Agreed leaving payment, if any

Currency

Payment date

Sums included in the final settlement

On the departure date, the employee hands back:

- [ ] Company equipment and keys
- [ ] IT access and work accounts
- [ ] Company files and data, with confidentiality maintained

Time allowed for reflection before signing (in days)

Made in two copies, one for each party. By signing, each party declares that their consent is freely given and that the information above is accurate.

Employer's signature

Name and role of the signatory

Employee's signature

Read and approved

Name in full