

Settlement Confirmation

Date: [Insert Date]

[Recipient Name]

[Recipient Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

This letter serves to confirm the settlement agreement reached between the Board of Directors and [Insert Appropriate Party or Entity] regarding [Specify Matter/Issue]. The terms of this settlement were discussed and agreed upon during the board meeting held on [Insert Date].

The agreed terms are as follows:

- [Term 1]
- [Term 2]
- [Term 3]

This settlement is intended to bring closure to the issue at hand and allows both parties to move forward amicably. We believe that this resolution is in the best interest of all parties involved.

Please sign below to acknowledge your agreement to the terms outlined above, and return a copy of this letter.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Contact Information]

Signature: [Recipient Name] Date: _____