

Letter of Cessation of Contract under Mutual Consent

Date: [Insert Date]

To,

[Recipient Name]

[Recipient Address]

Subject: Cessation of Contract under Mutual Consent

Dear [Recipient Name],

We hereby acknowledge our mutual agreement to cease the contract dated [Insert Contract Date], concerning [Insert Brief Description of the Contract], effective from [Insert Effective Cessation Date].

Both parties have discussed the terms and conditions thoroughly, and we agree that discontinuation is in our best interest. We assure that all pending obligations will be settled by the mentioned effective date.

Thank you for your cooperation and understanding.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Contact Information]