

# Letter of Termination of Academic Contract

Date: [Insert Date]

[Recipient's Name]

[Recipient's Position]

[Institution/Organization Name]

[Address]

Dear [Recipient's Name],

We are writing to confirm our mutual agreement to terminate the academic contract between [Your Institution/Organization Name] and [Recipient's Institution/Organization Name], effective [Insert Termination Date]. This decision has been reached amicably and with careful consideration of the circumstances surrounding our collaboration.

We appreciate the contributions made during the duration of the contract and look forward to potential collaborations in the future. Both parties agree that all obligations under the contract will cease as of the termination date.

Please feel free to reach out should you require any further clarification or assistance during this transition. We wish you all the best in your future endeavors.

Sincerely,

[Your Name]

[Your Position]

[Your Institution/Organization Name]

[Your Contact Information]