

Notice of Termination by Mutual Agreement

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

This letter serves as formal notification of the termination of our [specify agreement, e.g., lease, employment] effective [insert termination date]. We have mutually agreed to terminate the agreement under the following terms:

- Reason for termination: [insert reason]
- Final date of agreement: [insert date]
- Any final settlements: [insert details]

We appreciate your cooperation and understanding in this matter. Please feel free to reach out if you have any questions or require further clarification.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title (if applicable)]