

Employee Contract Termination Agreement

Date: [Insert Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

We are writing to formally confirm our mutual agreement regarding your contract termination with [Company Name], effective [Termination Date]. After thorough discussions, both parties have decided that this course of action is in the best interest of all involved.

As per our agreement, the following terms will apply:

- Your final paycheck will include payment for [any outstanding leave, projects, etc.].
- All company property must be returned by [Return Date].
- Both parties agree to maintain confidentiality regarding the circumstances of this termination.

We appreciate your contributions during your time with us and wish you the best in your future endeavors.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Address]