

Mutual Consent Agreement for Termination

Date: [Insert Date]

From:

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]

To:

[Recipient Name]
[Recipient Address]
[City, State, Zip Code]

Dear [Recipient Name],

We are writing to formally acknowledge the mutual consent for the termination of [specify the agreement/contract name], dated [insert original agreement date]. This termination will be effective as of [insert effective date].

Both parties have agreed to terminate the agreement under the following terms:

- All obligations and liabilities will cease as of the effective date.
- Any outstanding payments will be settled by [insert date or terms of payment].
- [Any other agreed terms].

We appreciate the collaboration we have had and wish each other the best in future endeavors.

Thank you for your understanding.

Sincerely,

[Your Name]
[Your Title/Position]
[Your Company Name]