

Termination of Contract - Shared Decision

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Termination of Contract - [Contract Name/Number]

Dear [Recipient's Name],

After careful consideration, we have mutually decided to terminate the contract dated [Insert Contract Date] regarding [Insert Description of the Contract]. This decision has been made in light of [briefly state reasons for termination if appropriate].

We appreciate the collaboration and efforts made during the duration of our agreement. Both parties agree that the termination will be effective as of [Insert Termination Date].

We will ensure that all pending matters are settled before the effective termination date. Please confirm your acceptance of this mutual decision by signing below.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

Agreement to Terminate

We, [Your Company] and [Recipient's Company], hereby agree to the termination of the contract as stated above.

[Recipient's Name]

[Recipient's Position]

[Recipient's Company]

Date: _____