

Letter of Termination of Commission Engagement

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Recipient's Title]

[Recipient's Company]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally notify you of the termination of our commission engagement, effective [Termination Date]. This decision has not been made lightly, but due to [brief explanation of the reasons, if applicable], I believe it is in the best interest of both parties.

Please ensure that any outstanding obligations are settled by [settlement date]. I appreciate the collaboration we have had during this engagement and wish you the best in your future endeavors.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Title]

[Your Company]