

Mutual Termination Agreement

Date: [Insert Date]

From:

[Your Name]

[Your Address]

[City, State, Zip Code]

To:

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We, the undersigned, have mutually agreed to terminate the project contract dated [Insert Contract Date] regarding [Insert Project Name/Description].

Both parties acknowledge and agree that this termination is effective as of [Insert Termination Date]. All obligations and responsibilities stipulated in the original contract shall cease upon this date.

We appreciate the professionalism and effort demonstrated throughout our collaboration and wish each other success in future endeavors.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Title/Position]

[Your Company Name]

Agreed and accepted by:

[Recipient's Name]

[Recipient's Title/Position]

[Recipient's Company Name]