

Employment Contract Termination Agreement

Date: [Insert Date]

Employee Name: [Insert Employee Name]

Employee Address: [Insert Employee Address]

Employer Name: [Insert Employer Name]

Employer Address: [Insert Employer Address]

Subject: Termination of Employment Contract

Dear [Employee Name],

We are writing to formally acknowledge the mutual agreement to terminate your employment contract with [Company Name] effective as of [Termination Date]. This decision has been made after thoughtful discussion and is in the best interest of both parties.

We appreciate your contributions during your tenure with us and wish you the very best in your future endeavors. Enclosed, you will find the final settlement details and any necessary documentation required.

If you have any questions or require further information, please do not hesitate to contact us.

Thank you for your understanding.

Sincerely,

[Employer Name]

[Position]

[Company Name]