

# Termination Agreement Acceptance

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Recipient Title/Position]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally accept the terms of the Termination Agreement as discussed.

I appreciate the opportunity to have worked with [Company Name], and I accept the conditions outlined in the agreement dated [insert date of the agreement]. I confirm my understanding regarding the final settlement of any outstanding obligations.

Please let me know if there are any documents you require from me to finalize this process.

Thank you for your understanding, and I wish [Company Name] continued success in the future.

Sincerely,

[Your Signature (if sending hard copy)]

[Your Printed Name]