

# Termination Agreement Clarification

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Clarification of Termination Agreement

Dear [Recipient's Name],

I hope this message finds you well. I am writing to provide clarification regarding the termination agreement dated [insert agreement date] between [Your Company Name] and [Recipient's Company Name].

It has come to my attention that there may be some uncertainties regarding the following clauses:

- **[Clause 1 Title]:** [Provide clarification for clause 1]
- **[Clause 2 Title]:** [Provide clarification for clause 2]
- **[Clause 3 Title]:** [Provide clarification for clause 3]

If you have any further questions or require additional information, please do not hesitate to reach out. I am here to assist you in ensuring that both parties have a clear understanding moving forward.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]