

Termination Agreement Confirmation

Date: [Insert Date]

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]

[Recipient Name]
[Recipient Title]
[Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient Name],

This letter confirms the termination agreement between [Your Company/Name] and [Recipient Company/Name] dated [Insert Date of Termination Agreement].

According to the terms outlined in our agreement, both parties have agreed to the following:

- Termination Date: [Insert Termination Date]
- Final Settlements: [Insert Details]
- Confidentiality: [Insert Details]

By signing this confirmation, both parties acknowledge and agree to the terms set forth in the termination agreement.

Thank you for your cooperation.

Sincerely,

[Your Name]
[Your Title]
[Your Company Name]

Accepted by:

[Recipient Name]
[Recipient Title]
[Recipient Company Name]

Date: [Insert Date]