

# Termination Agreement

Date: [Insert Date]

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

[Recipient's Name]  
[Recipient's Company Name]  
[Recipient's Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

This letter serves as a formal Agreement for the termination of the [Specify Agreement/Contract Name] effective [Insert Effective Termination Date].

It is agreed that both parties will fulfill their obligations up to the termination date. All rights and obligations outlined in the initial contract will cease as of the effective date stated above.

Please indicate your agreement to this termination by signing and returning a copy of this letter.

Sincerely,

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

Agreed and accepted:

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[Recipient's Name]  
[Recipient's Title]  
[Recipient's Company Name]  
Date: \_\_\_\_\_