

Termination Agreement Follow-Up

Date: [Insert Date]

[Recipient's Name]

[Recipient's Title]

[Company Name]

[Company Address]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to follow up regarding the termination agreement that was discussed on [Insert Date of Discussion]. As per our conversation, I wanted to confirm the details and ensure that all relevant documents have been received.

Please find attached the finalized Termination Agreement for your review. If there are any questions or adjustments needed, do not hesitate to reach out.

Thank you for your attention to this matter. I look forward to your prompt response.

Best regards,

[Your Name]

[Your Title]

[Your Company]

[Your Phone Number]

[Your Email Address]