

# Confidentiality Agreement Termination Notice

Date: [Insert Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

This letter serves as a formal notice of termination regarding the Confidentiality Agreement executed on [Insert Date of Agreement], between [Your Company Name] and [Recipient's Company Name].

According to the terms outlined in the Agreement, we provide you with [insert number of days, typically 30] days notice of termination, effective on [Insert Termination Date].

Please ensure that all confidential information is returned or destroyed in accordance with the Agreement's provisions by the termination date. We appreciate your cooperation during this period.

If you have any questions or require further clarification regarding this notice, please feel free to contact me directly at [Your Phone Number] or [Your Email].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]