

Termination of Agreement Letter

Subject: Notice of Agreement Termination - [Agreement Name/Date]

Dear [Company Name],

This letter constitutes formal notice of [Your Company]'s intention to terminate the [type of agreement] dated [original date] between [Your Company] and [Recipient Company], pursuant to [termination clause reference or mutual consent].

The termination will become effective on [date], which provides the [required notice period] advance notice as specified in our agreement. Until the effective termination date, both parties are expected to fulfill all contractual obligations.

Reason for Termination: [Provide clear, professional explanation: business restructuring, strategic realignment, performance issues, changed circumstances, mutual decision, etc.]

Outstanding Obligations: As of the termination date, the following matters require resolution: [list items such as final payments, return of property, completion of ongoing projects, data transfer, etc.].

We request that all outstanding invoices be settled by [date] and that all company property be returned by [date].

Post-Termination: Confidentiality obligations and any other provisions specified to survive termination shall remain in effect. We are committed to ensuring a smooth transition with minimal disruption to both organizations.

We appreciate the business relationship we have maintained and wish [Company Name] continued success. Should circumstances change, we remain open to exploring future collaboration opportunities.

Please acknowledge receipt of this termination notice and confirm your agreement with the proposed transition timeline.

Respectfully,

[Your Name]

[Your Title]

[Your Company]

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