

# TERMINATION LETTER OF AGREEMENT

To: \_\_\_\_\_

Address: \_\_\_\_\_

## **Subject: Termination of Agreement**

Dear Sir/Madam, This letter serves as formal notice of termination of the Agreement entered into between the undersigned parties. In accordance with the terms and conditions set forth in the Agreement, this termination is effective immediately upon delivery of this notice.

### **1. Termination Notice and Effective Date**

The undersigned hereby provide notice of termination of the Agreement, effective immediately upon receipt of this letter by the other party or as otherwise stipulated in the Agreement.

### **2. Obligations Upon Termination**

Both parties agree to cease any further obligations or duties required under the Agreement, except those expressly surviving termination as set forth herein or by applicable law.

### **3. Return of Property and Confidential Information**

Upon termination, each party shall promptly return or destroy all property, documents, and confidential information belonging to the other party, subject to any exceptions agreed upon in writing.

### **4. Payment and Settlement**

Any outstanding payments or settlements due under the Agreement shall be fulfilled within the timeframe specified therein or as otherwise agreed in writing by the parties.

### **5. Release and Waiver**

Except for obligations that survive termination, each party hereby releases the other from any claims, demands, or liabilities arising out of or related to the Agreement following the effective date of termination.

### **6. Confidentiality**

The confidentiality obligations contained in the Agreement shall survive termination and remain binding upon the parties.

### **7. Governing Law and Jurisdiction**

This Termination Letter shall be governed by and construed in accordance with the laws of the United States and the applicable state law governing the original Agreement. Any disputes arising under or related to this Termination Letter shall be subject to the exclusive jurisdiction of the courts specified in the original Agreement.

### **8. No Admission of Liability**

The parties acknowledge and agree that this Termination Letter does not constitute an admission of liability or wrongdoing by either party.

### **9. Entire Agreement**

This Termination Letter, together with the original Agreement and any amendments thereto, constitutes the entire

agreement between the parties concerning termination and supersedes any prior communications or understandings.

**10. Counterparts and Execution**

This Termination Letter may be executed in counterparts, each of which shall be deemed an original and all of which together shall constitute one and the same instrument. Electronic signatures shall be deemed valid and binding to the fullest extent permitted by law.

**SENDER'S SIGNATURE**

Full Name:

Title/Position:

Date:

Signature: \_\_\_\_\_

**RECEIVER'S SIGNATURE**

Full Name:

Title/Position:

Date:

Signature: \_\_\_\_\_

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