[On company letterhead of PARTY NAME]

[ADDRESSEE]

[ADDRESS OF ADDRESSEE]

[DATE]

**Notice of Termination of [NAME OF AGREEMENT] dated [DATE] between [PARTY 1] and [PARTY 2]**

Dear [PARTY 2],

We are writing to formally terminate the [NAME OF AGREEMENT] dated [DATE] between [PARTY 1] and [PARTY 2] (the “**Agreement**”).

1. In accordance with Section [NUMBER] of the Agreement, both parties may mutually agree to terminate the Agreement. Accordingly, the termination of the Agreement will take effect on [DATE].
2. The confidentiality obligations outlined in Section [NUMBER], as well as [*other clauses intended to survive termination*], will remain in effect both during and after termination. All other sections of the [NAME OF AGREEMENT] are terminated.
3. Each party releases the other from all claims, rights, actions, or demands under or in connection with the Agreement, including claims for negligence, whether in this jurisdiction or any other, and whether known or unknown to the releasing party.
4. This release does not apply to past or future obligations and liabilities arising under the surviving provisions of the Agreement identified above.
5. This notice, and any dispute or claim (including non-contractual disputes or claims) arising out of or in connection with it or its subject matter or formation, will be governed by the governing law of the Agreement. The jurisdiction of the Agreement will likewise apply to settle any dispute or claim arising out of or in connection with this notice.

Signed: ……………………………………………..

For and on behalf of [PARTY 1]

By its authorized representative

Signed: ……………………………………………..

For and on behalf of [PARTY 2]

By its authorized representative

Date: ………………………………………………..