[On company letterhead of PARTY NAME]

[ADDRESSEE]

[ADDRESS OF ADDRESSEE]

[DATE]

**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**”).

In accordance with Clause [NUMBER] of the Agreement, [*we*]/[*either party*] may terminate the Agreement by providing [HOW LONG] written notice.

Under Section [NUMBER], this notice is considered served on [DATE]. Accordingly, the termination of the Agreement will take effect on [DATE].

Under Section [NUMBER], [you/we/each party] are required to [*detail the relevant action*] on or before the termination of the Agreement. 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.

Please confirm receipt of this letter within seven working days by signing, dating, and returning the enclosed copy.

Yours faithfully,

……………………………………………………….

[**NAME OF SENDER**]

**Acknowledgment of Receipt**

Signed: ……………………………………………..

[**NAME OF RECIPIENT**]

Date: …………………………………………….