

Sample Letter for Termination of Contract with Mutual Consent and Notice

This document provides a **sample letter for termination of contract with mutual consent and notice**, detailing the formal process by which both parties agree to end their contractual relationship amicably. It includes the essential components such as identification of the parties, the contract details, mutual agreement statement, notice period, and terms of settlement or closure. This letter ensures clarity, legal compliance, and professional communication to prevent disputes and maintain a positive rapport between the involved parties.

Sample Letter

[Your Name or Company Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

Date: [Insert Date]

[Recipient's Name or Company Name]

[Recipient's Address]

[City, State, Zip Code]

Subject: Termination of Contract by Mutual Consent

Dear [Recipient's Name],

This letter serves as formal notice of termination of the contract entered into between [Party 1: Your Name/Company] and [Party 2: Recipient's Name/Company], dated [Contract Date], relating to [brief description of the subject of the contract, e.g., "provision of marketing services"].

Both parties have agreed, by mutual consent, to terminate the contract on amicable terms. As per the mutual agreement and in compliance with the notice requirements stipulated in the contract, this termination will become effective after a notice period of [number of days/weeks, e.g., "30 days"], with the final termination date being [effective termination date].

All obligations, rights, and liabilities of both parties under the contract will cease as of the effective termination date, except as otherwise agreed in writing or provided by law. We kindly request that any outstanding matters or deliverables be settled or resolved before the effective termination date.

We value the professional relationship we have maintained and look forward to potential future opportunities to work together. Please sign and return a copy of this letter to confirm your agreement to the termination terms.

Should you have any questions or require further clarification, please do not hesitate to contact us.

Sincerely,

[Your Name]

[Your Title/Position, if applicable]

[Your Company Name]

Agreed and Accepted by:

[Recipient's Name]

[Recipient's Title/Position, if applicable]

[Recipient's Company Name]

Date: _____