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## AGREEMENT TERMINATION LETTER

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From,

\_\_\_\_\_ (Name)

\_\_\_\_\_ (Residential address/ Principal place of business location)

\_\_\_\_\_ (Title)

Date: \_\_\_\_\_ (letter writer wrote the letter on this very day)

To,

\_\_\_\_\_ (Name)

\_\_\_\_\_ (Residential address/ Principal place of business location)

\_\_\_\_\_ (Title)

Subject: Termination of services. Date \_\_\_\_\_, 20\_\_\_\_\_.

Dear Sir,

We refer to the following agreement \_\_\_\_\_, dated \_\_\_\_\_ (“**THE AGREEMENT**”) entered into and between \_\_\_\_\_ (“**PARTY A**”) and \_\_\_\_\_ (“**PARTY B**”).

1. The arrangement between **PARTY A** and **PARTY B** for the following: (Purposes of the agreement)

Will stand terminated from \_\_\_\_\_ (date).

2. The reason for this termination is your breach of the contractual obligations and subsequent failure to rectify the breach. In accordance to the contract term, you were required to: (**state the condition for breach**)

You were given a notice to rectify the breach on \_\_\_\_\_, and it was required to be rectified by \_\_\_\_\_. However, you have failed to do so. Accordingly, the contract

shall be terminated from \_\_\_\_\_ and you shall no long be bound by any rights and obligations set forth in this contract.

3. An amount of Rs. \_\_\_\_\_/- (\_\_\_\_\_ only) is required to be paid by \_\_\_\_\_ and to \_\_\_\_\_. The amount shall be paid by \_\_\_\_\_ and to \_\_\_\_\_ within \_\_\_\_\_ (\_\_\_\_) days from receiving this letter.
4. The amount payment of Rs. \_\_\_\_\_/- (\_\_\_\_\_ only) paid by \_\_\_\_\_ and to \_\_\_\_\_ shall be the full and final settlement of all dues and outstanding payments between parties. No further amount shall be payable under this contract.
5. Dispute resolution provisions contained within this contract shall mutatis mutandis be applicable for any grievances that may arise hereon, with the consent of both parties and signatories.

Yours Faithfully,

\_\_\_\_\_

Name and signature